



NDHHS
Northeast Deaf and
Hard of Hearing Services, Inc.

57 Regional Drive, Unit D, Concord, NH 03301
603-224-1850 Voice, 603-224-0691 TTY

***Job Description
Independent Living Skills
Part Time***

Job responsibilities and requirements:

- *Part time 15-20 hours per week*
- *Provide education, advocacy and outreach*
- *Maintain communication with other agencies to coordinate services for consumers*
- *Meet with consumers to assess needs and provide support in any areas where they need assistance (i.e. Health education, housing, benefits, budgeting, parenting, job skills, etc...)*
- *Few workshops for the community that target daily living skills and pre-employment*
- *Assist Deaf/Hard of Hearing consumers to access health services throughout the state*
- *Transportation for some consumers*
- *Maintain records for each consumer, including name, contact information, case details and amount of services per month*
- *Create monthly reports with total hours of direct service and other details as required by Executive Director and other reports as necessary to satisfy funding requirements*

Qualifications:

- *Knowledgeable about some services provided by the State of NH and private social service agencies*
- *Experience preferred with Independent Living Skills background*
- *Ability to work with diverse consumer population both Deaf and Hard of Hearing*
- *Have a valid driver's license and auto insurance required*
- *Excellent organizational, communication and interpersonal skills*
- *Proficient in American Sign Language*
- *Proficient communicating with hard of hearing population*
- *Proficient in Microsoft Word, Excel, Access and Power Point*
- *Bachelor's degree in human service related field or ILS background preferred*

Salary: negotiable

Position Available: Immediately, open until filled

Application:

- *Please provide resume and three professional references to:
Susan Wolf-Downes, Executive Director
Northeast Deaf and Hard of Hearing Services, Inc
57 Regional Drive, Unit D
Concord, NH 03301*