



## **Job Description** **DeafBlind Specialist**

To apply, go to <https://www.applitrack.com/philiprocenter/onlineapp> under Student Support Services

<b>TITLE</b> .....	DeafBlind Specialist
<b>CLASSIFICATION</b> .....	Certified (TRS)
<b>FLSA STATUS</b> .....	Exempt
<b>REPORTS TO</b> .....	Project Reach Coordinator
<b>EVALUATION</b> .....	Project Reach Coordinator

### **QUALIFICATIONS:**

The consultant will hold current Illinois State Board of Education licensure in one or more of the following areas:

- Teacher of Students who are Blind or Visually Impaired or  
Teacher of Students who are Deaf or Hard of Hearing or  
LBSII: Deaf/Blind Specialist or  
LBSII: Multiple Disabilities Specialist

### **JOB GOAL:**

The function of the DeafBlind Specialist is to implement the activities described in the Illinois Project Reach grant application. The DeafBlind Specialist provides technical assistance, coaching, and training to families and service providers of children and youth who are DeafBlind or who are at risk for DeafBlindness between the ages of birth and 21.

### **MAJOR DUTIES AND JOB RESPONSIBILITIES:**

#### *ESSENTIAL*

- Communication skills, including meeting facilitation skills
- Ability to complete tasks within a timeline after direction and training
- Technology skills, including remote meeting platforms and social media
- Sign language and/or Spanish, preferred
- Knowledge of IL organizations and related services specific to supporting families of children and youth with combined hearing and vision loss
- Experience with children/youth with deafblindness preferred.

#### *CHILD IDENTIFICATION*

1. Make annual contact with agencies that serve or are likely to serve children who are DeafBlind.
2. Provide information and training to assist local service providers in identifying children with DeafBlindness or at-risk for DeafBlindness.
3. Assist with completion of referral forms to Project Reach.
4. Obtain vision and hearing medical records.
5. Provide vision and hearing screenings if required to determine potential child eligibility.
6. Complete functional vision and hearing assessments if required.
7. Make recommendations for diagnostics to determine potential eligibility.
8. Interpret medical information to determine child needs.

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### *TECHNICAL ASSISTANCE*

1. Conduct needs assessment of families and service providers.
2. Process requests for Technical Assistance and write technical assistance plans.
3. Write, coordinate, evaluate and document completion of technical assistance services.
4. Train service providers in specific topics related to DeafBlindness, including evidence-based strategies for children with DeafBlindness.
5. Participate IFSP/ IEP meetings, or give input as needed.
6. Conduct home remote visits to provide family-based technical assistance.

### *GRANT MANAGEMENT*

1. Collect and update demographic information for the Deaf-Blind Census
2. Document information regarding child demographics and technical assistance activities in the Technical Assistance Effectiveness Database (TED).
3. Document family and service provider contacts in TED
4. Assist in evaluation of technical assistance.
5. Identify materials appropriate for addition to Resource Center library
6. Maintain equipment needed for technical assistance, training, and individual or family needs.
7. Attend Project Reach staff meetings.
8. Assist in obtaining services needed to comply with requirements of ADA (interpreters, Braille materials, etc.)

### *LIAISON*

1. Maintain collaborative relationships with service provider agencies.
2. Identify and share resources obtained through professional collaboration.
3. Represent Project Reach in collaboration with Local Interagency Councils in designated areas of the state.
4. Assist with transition from Part C to Part B services.
5. Assist with transition from Part B services to adult services, including linkages to HKNC.
6. Participate in and collaborate with other state agency and community entities.

### *PROFESSIONAL DEVELOPMENT*

1. Maintain area of certification, licensures, and/or credentials.
2. Attend professional development activities related to job responsibilities.
3. Coordinate with other specialists and consultants to share areas of expertise.
4. Provide information for project newsletter and assist in editing.
5. Develop fact sheets and other publications for dissemination
6. Develop training materials and participate in product development
7. Review current research and literature in DeafBlindness and related fields.
8. Make presentations on DeafBlindness and related areas at statewide conferences and meetings.
9. Submit articles in local and statewide newsletters relating to the needs of children who are DeafBlind.
10. Participate in national learning communities and work groups as assigned.
11. Assist with grant application process.
12. Submit a monthly calendar with time accounted for.

**TIME COMMITMENT:** 32 - 40 hours per week; benefits available

*GEPA (Section 427) Compliance: Project Reach is committed to a policy of equal treatment and equality of opportunity in all employment and services provided, void of discriminatory regard for race, gender, color, national origin, age or disability.*