

COORDINATOR FOR TECHNICAL ASSISTANCE - OFFICE FOR THE DISABLED

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Director - Office for the Disabled, the incumbent of this class coordinates a number of support and technical services for deaf and hearing impaired persons including advocacy, counseling, referrals, employment, transportation, housing, and education to assist them in removing barriers to attain self-sufficiency. This involves fluency in communicating in sign language, and knowledge of technical advancements in available equipment and assistive listening devices. Partial supervision is exercised over a number of interpreters in sign language. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Communicates fluently in sign language and provides expert knowledge of state of the art equipment ("assistive listening devices") that can benefit deaf and hearing impaired people;

Provides advocacy services on behalf of deaf and hearing-impaired people in various situations, such as applying for jobs, appointments with school officials, approaching the Department of Social Services for assistance, etc.;

Provides information and education to agencies throughout the County regarding their responsibilities to deaf and hearing-impaired people, under Section 504 of the Rehabilitation Act and other laws;

Provides counseling and referral services on issues involving family, employment, housing, school or other personal problems (many of them emergency situations), and assists them in being aware of their legal rights or in developing options in handling these situations;

Maintains records and files of constituents served used in preparing service statistics and for planning needed services;

Provides Sign Language interpreter referral services to the community at large;

Maintains a telephone information and referral services;

Maintains ongoing contact with County agencies and other agencies for information gathering and networking services;

Represents the Director at meetings, seminars and presentations, as requested;

Provides interpreter services for the Deaf at some County sponsored events and in some County offices; also in other agencies and in emergency situations;

Provides sign language classes for County departments on request;

Leads or assists in developing self-help support groups, such as deaf parents of hearing children;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Recommends the development of new programs or program enhancements to better service the needs of clients;

Conducts group training sessions on the use and operation of assistive listening devices;

Uses computer applications or other automated systems such as spreadsheets, word-processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the issues and programs related to the needs of the disabled, particularly as they relate to the deaf and hearing impaired; familiarity with Section 504 of the Rehabilitation Act and other legislation protecting the rights of the handicapped; familiarity with available community agencies and resources used for referral and support services; familiarity with state of the art equipment and assistive listening devices available to the deaf and hearing impaired; skill in communicating in and interpreting sign language; skill in interviewing techniques for the purpose of assessing service needs and referral; understanding and empathy for the cultural aspects of the deaf population and their specialized issues; ability to communicate effectively both orally and in writing; ability to use computer applications such as spreadsheets, word processing, e-mail, and database software; sound judgment; discretion; tact; physical condition commensurate with to the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Bachelor's Degree* in Education, Counseling or a Social Science, which must have included or been supplemented by coursework in Deaf Studies and two years of professional experience where the primary function was providing services to or working with the handicapped, particularly the deaf and hearing impaired, including the use of sign language; or (b) a Master's Degree* in Education, Counseling or a Social Science which must have included or been supplemented by coursework in Deaf Studies and one year of experience as defined in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an Institution recognized or accredited by the Board of Regents of the NYS Education Department as a post-secondary, degree-granting institution.

NOTE: Verified volunteer experience of equivalent type and level may be substituted for experience on a year-for-year basis.