

Helen Keller JOB ANNOUNCEMENT

Program Assistant, Vision Program (Newark & Surrounding Communities)

Guided by the remarkable legacy of its co-founder, Helen Keller, Helen Keller Intl partners with communities that are striving to overcome longstanding cycles of poverty. By delivering the essential building blocks of good health, sound nutrition and clear vision, we help millions of people create lasting change in their own lives. Working in more than 20 countries – across Africa, Asia, Europe and the United States – and together with a global community of supporters, we are ensuring every person has the opportunity – as Helen did – to reach their true potential.

Background

Recognizing a lack of accessible, adequate vision care among low-income adults and children in the US, Helen Keller International established the US Vision Program (formerly known as ChildSight®). Since 1994, Helen Keller has provided free vision screenings for more than 2.2 million individuals in the United States and provided more than 375,000 of them with prescription eyeglasses to solve common vision problems.

We are seeking a Program Assistant to join a dynamic implementation team serving Newark and the surrounding communities.

Key Responsibilities

Direct Services

- Travel to schools and/or other host locations in target communities with materials needed to conduct program activities.
- Partner with representatives at host location to set up space to ensure safe and smooth operations. Break down and pack up at close of day.
- Conduct on-site program processes such as vision screening, refraction assessment, eyeglass selection and ordering, assembly and distribution of eyeglasses, and completion of all program paperwork per program guidelines.
- Promote follow-up eye care by conducting educational information sessions to program participants and families/guardians regarding the screening assessment, vision health, potential vision difficulties, and treatments.
- Cultivate and maintain relationships with key program partners to assist in gathering information and collecting data on program participants.
- Collect and prepare summary of results from impact surveys and share results with supervisor.

Administrative Duties

- Assure understanding and adherence to HIPAA policy and procedures (national standards to protect sensitive patient health information).
- Follow Helen Keller's procedures for maintaining all program files, records and documents to ensure HIPAA compliance.

Requirements

- One-year certificate from college or technical school; plus 1-2 years related experience or equivalent combination of education and experience.
- Experience working in school and/or health settings and with adolescents preferred.
- Solid organizational skills and reliable attention to detail.
- Strong interpersonal skills including the ability to communicate effectively across cultures.
- Willingness to travel within the target communities, potentially using own personal vehicle, with supplemental business insurance to be reimbursed by Helen Keller.
- Demonstrated ability to liase effectively with community partners, troubleshoot issues, propose solutions and take proactive approaches to improve program processes including:
 - asking for information in a way that is clear and specific; and
 - interacting with internal colleagues and community partners with diplomacy and tact.
- Oral and written proficiency in Spanish is strongly preferred.
- Ability to work independently and prioritize workload, assume responsibility for work, and follow through to completion.
- Ability and willingness to work under pressure with a positive attitude as a part of a team.
- Demonstrable respect for all persons regardless of religion, ethnicity, class, or gender, with a high comfort level working in a diverse environment with a demonstrated commitment to high professional, ethical standards.
- Basic computer literacy sufficient to input quality data into database of record.
- Ability to lift and transport boxes of eyeglasses and/or required daily program equipment that may weigh up to 25 pounds.
- Helen Keller International requires all staff who work in our offices and/or who provide services to clients of our US programs to be fully vaccinated against COVID-19, whether or not they have had COVID.
- For the time being, Helen Keller also requires all staff to wear masks while providing program services and when in any open or public space in the office and to observe social distancing.

Conditions

- The position is part-time with variable hours each week and is primarily active during the academic year when schools are open.

To Apply

Qualified candidates should submit a cover letter and resume to usvp.recruitment@hki.org. Applications will be accepted until the position is filled.

In the spirit of our namesake, Helen Keller is dedicated to building an inclusive workforce where diversity in all its forms is fully valued.

We are an Equal Opportunity Employer where all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, genetic information, disability, or protected veteran status.

We are committed to providing reasonable accommodation to individuals with disabilities. If you are a qualified individual with a disability and need to request an accommodation during the application or interview process, please contact us at the email above or call: +1 646-356-1789.