

## Helen Keller JOB ANNOUNCEMENT

### Program Specialist, Vision Program (New York, NY)

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.

Helen Keller is seeking a Program Specialist to join the dynamic Vision Program team in NY to manage program activities at assigned locations in and around the five boroughs.

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

#### **Key Responsibilities**

With support and supervision from the Program Manager, the Program Specialist's primary responsibilities include the development and execution of a detailed on-site schedule of program services to targeted communities.

#### Scheduling

- Consult on the development of a detailed plan for the on-site schedule of screenings and refraction in conjunction with the school system and other partners as needed to ensure efficient use of staff time, Optician and Optometrist services and assure transport of equipment.
- Lead the scheduling of assigned schools/program for the program activities.
- Develop and communicate the team assignments and schedule of consulting optometrists to execute the implementation plan.
- Support the training of staff and contractors on program protocols and provide guidance and correction, as needed.
- Cultivate and maintain relationships with key program partners to assist in scheduling and delivery of services.

#### Administrative Duties

- Provide feedback in the design, testing, and implementation of the program materials including, but not limited to, impact surveys, and outreach and educational materials for program participants and families/guardians.
- Understand 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.

### **Required Skills/Abilities**

- Professional communication skills. Strong people skills including the ability to communicate effectively across cultures.
- Solid organizational skills and reliable attention to detail.
- 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.
- 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.
- Helen Keller International requires all staff to be fully vaccinated against COVID-19, whether or not they have had COVID.
- Helen Keller also may require 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.

### **Education and Experience**

- Bachelor's degree plus 2 years related experience, or equivalent combination of education and experience.
- Prior supervisory experience.
- Experience working in school and/or health settings and with adolescents preferred.

### **Compensation**

The midpoint of the salary range for this position is \$27.60 per hour with a minimum of \$23 and a maximum of \$32.20 per hour.

### **To Apply**

Qualified candidates should submit a cover letter and resume to [usvp.recruitment@hki.org](mailto: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.*