

Helen Keller JOB ANNOUNCEMENT

Program Assistant, Vision Program

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 20 countries – across Africa, Asia, Europe, and the United States – and together with a global community of supporters, we ensure 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 Program Assistants to join multiple dynamic implementation teams serving targeted 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

- 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 liaise 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.

Education and Experience

- 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.

Fairness, Belonging and Zero Tolerance to Abuse

As a member of the Helen Keller Family, each employee is expected to:

- Help to develop and maintain an environment that welcomes and develops a multi-cultural workforce with varied lived experiences and identities.
- Foster a work environment where everyone feels valued and included.
- Support employees' evaluation and promotion processes based on skills and performance.
- Promote a safe, secure, and respectful environment for all members of Helen Keller family, stakeholders in general, and particularly for the communities we serve.
- Follow Helen Keller Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.
- Adhere to the Organizational Core Values, which include Rigor, Courage, Compassion and Integrity.

Compensation:

The minimum salary range for this position is \$20.83 per hour and a maximum of \$29.17 per hour.

Actual base salary may vary based upon, but not limited to, relevant experience, base salary of internal peers, and business sector.

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 their resume to USVP.recruitment@hki.org. Note is subject line: Program Assistant_ New York. Applications will be accepted until the position is filled.

In the spirit of the extraordinary ability and vision of our founder, Helen Keller Intl fosters an environment of fairness and belonging for our workforce.

Helen Keller Intl is an Equal Opportunity Employer. We are committed to the principles of equal employment opportunity for all employees and applicants for employment.