

Helen Keller Intl Job Announcement

Program Assistant, Vision Program

(New York – hybrid)

Helen Keller Intl

Guided by the remarkable legacy of its co-founder, Helen Keller, Helen Keller Intl partners with communities 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.

Purpose or Scope of work

The Program Assistants assist in the delivery of Helen Keller Intl's Vision Program across assigned communities across all 5 boroughs of New Metropolitan area, helping expand access to high-quality vision services for children and adults who may otherwise face barriers to care. The position coordinates and supervises on-site program activities, provides direct services, and helps ensure that screenings, refraction assessments, eyeglass selection, ordering, and referral coordination are completed accurately and efficiently. Working closely with program staff, contractors, and community partners, the Program Assistants are expected to promote a safe, supportive, and organized service environment. The role advances Helen Keller Intl's mission while demonstrating the organization's core values of courage, compassion, integrity, and rigor.

Management/ Functional Relationships

The Program Assistant reports to the Program Specialist. The Program Assistant will be expected to be in regular communication with other Vision Program staff, consultants, and contractors and maintain consistent service standards. The position also collaborates externally with school administrators and personnel, community-based organizations, host-site representatives, families and guardians, opticians, optometrists, and other vision-care partners.

Application Deadline: posted until positions filled

Key Responsibilities/ Specific Tasks

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, and completion of all program documentation per program guidelines.
- Perform accurate entry-level data entry, including inputting and maintaining student/client records to support
- 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.

Other Duties

This job announcement is not designed to cover or contain a comprehensive list of activities, duties or responsibilities for the position. Duties, responsibilities and activities may change at any time with or without notice. All positions are required to perform any additional tasks assigned by the supervisor.

Skills & Experience

- 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 partner effectively with community partners, troubleshoot issues, propose solutions and take proactive approaches to improve program processes
- Ability to work independently and prioritize workload, assume responsibility for work, and follow through to completion.
- Willingness to travel within the targeted communities, potentially using own personal vehicle, with supplemental business insurance to be reimbursed by Helen Keller.

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.

Working Conditions/ Travel

- Routine, daily travel in and around all five boroughs is required
- Work environment primarily on-site
- Ability to lift and transport boxes of eyeglasses and/or required daily program equipment that may weigh up to 25 pounds
- The ability to communicate effectively in Spanish is considered an asset, but not required

Compensation and benefits

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.

Expectations

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 courage, compassion, integrity and rigor.

To Apply

Qualified candidates should submit a cover letter and resume to usvp.recruitment@hki.org. Please note in subject line: Program Assistant_ New York. Applications will be accepted until the positions are 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.