Helen Keller International
JOB ANNOUNCEMENT

Program Specialist
ChildSight® Program
(New Haven, CT)

Established in 1915 with Helen Keller as a founding trustee, Helen Keller International (HKI) works to save the sight and lives of the most vulnerable and disadvantaged. Headquartered in New York City, HKI currently offers programs in 21 countries in Africa and Asia as well as in the United States. The organization combats the causes and consequences of blindness and malnutrition by establishing programs based on evidence and research. HKI is recruiting a Program Specialist for ChildSight®, Connecticut.

ChildSight® Program Overview
Helen Keller International began ChildSight®, its domestic initiative, as a pilot program in New York City in 1994. The vision correction program "brings education into focus™" by providing free, on-site vision screenings, prescription eyeglasses, and referrals for further care (as needed) for children living in poverty in the United States. To address the needs of economically challenged children in targeted communities in Connecticut, HKI established ChildSight® CT in 2000. The program serves low-income middle, high school, and alternative learning students in the Bridgeport, Hartford, New Haven, and New London community.

Scope of the Position
Reporting to, and collaborating closely with the ChildSight® Program Manager, the Program Specialist is responsible for the completion of core program services such as vision screening, assistance to consulting doctors, and distribution of eyeglasses in accordance with ChildSight® guidelines while demonstrating excellent customer service skills in all interactions. The position is also responsible for the development, cultivation, and maintenance of relationships between the ChildSight® program and the students/families it serves with the goal of engaging parents/guardians to increase their awareness of the vision needs of their child and promote their access to vision care services.

Responsibilities
Core Program Services
- Travel to schools/programs in target communities to administer screening assessments to students.
- Assist consulting doctor in the implementation of vision assessment;
- Assist in the distribution of eyeglasses as prescribed by the consulting optician or doctor;

Direct family engagement
- Communicate with parents by phone or email to share information regarding their child being referred for services through the ChildSight® program;
- Provide parents with information about their child's vision needs, gather relevant health insurance information and request consent to bill insurance for services;

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Connect families with community eye care providers and promote parents’ compliance with referrals for full eye exams as needed;
Conduct follow-up with parents to confirm compliance with recommended care;
Recruit and engage Peer Parent Educators to assist in the program’s outreach efforts.

Measuring success
- Participate in the design, testing and implementation of program materials including parent surveys, parent and student outreach and educational materials;
- Conduct outreach to partnering schools, parent groups and/or community health centers to develop and improve program materials through input from parent/student focus groups;
- Collaborate with community partners to deliver “Barriers to Care” Survey to parents throughout the assigned district to assess the causes of uncorrected refractive error in the community.

Data and Administrative Management
- Participate in program monitoring and evaluation processes and problem-solve with supervisors to address local program implementation problems;
- Assure understanding and adherence to HIPAA policy and procedures;
- Ensure the proper maintenance of all files, records and documents of the program;
- Gather and submit relevant student and/or parent information to partnering providers.

Terms & Conditions
This is an hourly position with an anticipated schedule of 30-35 hours per week at $13/hour starting in December, 2014 through May, 2015. It is based in New Haven and requires travel various school districts within the Greater New Haven, Bridgeport and Norwich areas.

Qualifications
- Associate's Degree or Certificate from college or technical school; plus 1-2 year's related experience or equivalent combination of education and experience.
- Prior experience in promotion of health literacy, parent advocacy and engagement and/or community development preferred.
- Strong English-language communications skills; fluent Spanish preferred.
- Ability to work independently, but also coordinate effectively as part of a team.
- Excellent inter-personal skills; demonstrating diplomacy and tact.
- Demonstrable respect for all persons regardless of religion, ethnicity, class, sexual orientation or gender.
- Willingness to travel within state and use of a personal vehicle with adequate insurance for HKI business.
- The employee must occasionally lift and/or move up to 25 pounds.

How to Apply
Qualified candidates should submit a cover letter and resume to ChildSight.Recruitment@hki.org noting the job title in the subject line. Applications will be accepted until the position is filled.

No calls, please.