



**Helen Keller International
JOB ANNOUNCEMENT**

**Program Assistant
ChildSight®, Milwaukee, WI**

Helen Keller Intl (Helen Keller), co-founded in 1915 by our namesake, is committed to saving and improving the sight and lives of the world's vulnerable by combating the causes and consequences of blindness, poor health, and malnutrition. We envision a world where no one suffers from malnutrition, disease, preventable vision loss, or blindness. Helen Keller is well known and respected in the global health and development sectors for our expertise in translating science and research into innovative, effective programs. Our programs empower millions of people to achieve their potential through the delivery of preventative and curative solutions in eye health, nutrition, and neglected tropical diseases. Headquartered in New York City, Helen Keller Intl works in 19 countries across Africa and Asia, as well as in the United States.

ChildSight® Program Overview

Recognizing a lack of accessible, adequate vision care among low-income children in the United States, Helen Keller established ChildSight® in 1994. The program identifies and treats refractive errors (i.e., nearsightedness, farsightedness, and astigmatism) by providing in-school vision screenings, prescription eyeglasses, and ophthalmologic referrals to local partners for follow-up care as needed. In so doing, the program "*brings education into focus*"™ for children who would otherwise be left with poor vision – and unfulfilled potential. To date, ChildSight® has screened more than **1.9 million** students in the U.S. and has provided free eyeglasses to approximately **300,000** children living in some of our country's poorest neighborhoods. We are currently seeking a **Program Specialist** to join the program team in a community near you.

Specific Responsibilities

- Travel to schools/programs in target communities throughout Milwaukee to administer screening assessments to students per ChildSight® guidelines.
- Assist consulting doctor in the implementation of vision assessment;
- Assist in the distribution of eyeglasses as prescribed by the eye doctor;
- Promote follow-up care by conducting educational information sessions to children, school personnel and/or parents/guardians regarding the screening assessment, vision health, potential vision difficulties, and treatments;
- Ensure the proper maintenance of all files, records, and documents of the program;
- Collaborate with Program Manager in outreach strategies with parents, students, and school liaison.

Requirements:

- One-year certificate from college or technical school; plus 1-2 years related experience or equivalent combination of education and experience.
- Strong English-language communication skills; proficiency in Spanish, Arabic, Burmese, Hmong, Karen S'gaw, or Somali preferred.
- Ability to work independently, but also coordinate effectively as part of a team.
- Excellent interpersonal skills, demonstrating diplomacy and tact.
- Demonstrable respect for all persons regardless of religion, ethnicity, class, or gender.

- Willingness to travel within the state and use of a personal vehicle with adequate insurance for Helen Keller's business.

Conditions:

This is a part-time position (approximately 15-20 hours per week) that is active only during the academic year.

To Apply:

Please submit a cover letter and resume to ChildSight.Recruitment@hki.org, noting the job title and state in the subject line. Applications will be accepted until the position is filled.

Helen Keller International is dedicated to building and fostering a culture of inclusion.

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:

Tel: 646-356-1789; Fax: (212) 532-6014.