

Helen Keller Intl JOB ANNOUNCEMENT

Program Assistant, US Vision Program (Fort Worth, TX)

Helen Keller International is a global health organization dedicated to eliminating preventable vision loss, malnutrition and diseases of poverty. Cofounded by Helen Keller – and guided by her fierce optimism and belief in human potential – the organization delivers life-changing health solutions to vulnerable families where the need is great but access to care is limited. In the US, Africa, and Asia, Helen Keller Intl proven, science-based programs empower people to create opportunities in their own lives and build lasting change.

Background

Recognizing a lack of accessible, adequate vision care among low-income children in the United States, Helen Keller Intl established US Vision Program (formerly known as 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, the US Vision Program has screened more than 1.9 million students 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 Fort Worth, TX program team to serve in the Fort Worth Independent School District (FWISD) and surrounding areas.

The US Vision Program is ramping up as the COVID crisis declines and we are looking for a Program Specialist. COVID-19 safety measures will be implemented during services and adequate PPE will be provided for all Helen Keller Intl staff and consultants.

Responsibilities

Direct Services

- Travel to schools/programs in target communities throughout FWISD to administer screening assessments to students per US Vision Program guidelines.
- Assist in the development of a detailed plan for on-site schedule of screenings, refraction and eyeglass distribution in conjunction with the school system and other partners as needed to ensure efficient use of staff time, Optician and OD services and assure transport of equipment;
- Conduct on-site program processes such as the vision screening, refraction assessment, eyeglass selection and ordering, assembly and distribution of eyeglasses, and completion of all program paperwork;

- 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;
- Collect and prepare data results from survey; and share results according to work plan developed with the Regional or Program Manager.

Data and Administrative Management

- Assure understanding and adherence to HIPAA policy and procedures by US Vision Program staff and school personnel;
- Follow the proper maintenance procedure of all files, records and documents relating to Helen Keller program activities based on developed HIPAA protocol and compliance;

Qualifications

- One-year certificate from college or technical school; plus 1-2 years related experience or equivalent combination of education and experience.
- Ability to work independently, but also coordinate effectively as part of a team.
- Excellent interpersonal skills; demonstrating diplomacy and tact.
- Strong English-language communications skills; proficiency in Spanish, preferred.
- Demonstrable respect for all persons regardless of religion, ethnicity, class or gender.
- Willingness to travel within state and use of a personal vehicle with adequate insurance for Helen Keller Intl business.
- Ability to lift and transport boxes of eyeglasses and/or required daily program equipment that may weigh up to 25 pounds.

Conditions

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

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.

Helen Keller is dedicated to building an inclusive workforce where diversity is fully valued.
Helen Keller Intl is an Equal Opportunity Employer. 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 646-356-1789.*