

# DRAFT

## AHS DEAF, HARD OF HEARING, DEAFBLIND SERVICES DIRECTOR

**Job Code:** 521000

**Pay Plan:** CLS Salary Administration Plan

**Pay Grade:** 25

**Occupational Category:** Admin. Svcs. HR & Fiscal Oper.

**Effective Date:**

**Class Definition:**

Administrative, planning and policy development work for the Department of Disabilities, Aging & Independent Living and for the Agency of Human Services involving the coordination, expansion, and development of all Agency services to Deaf, Hard of Hearing, and DeafBlind Vermonters.

Duties include coordination of services and supports provided across state government to the population of Vermonters who are Deaf, Hard of Hearing or DeafBlind. Coordination with the Agency of Education, with the Vermont Early Hearing Detection and Intervention Program and with Vocational Rehabilitation will be required. The position will act as single point of entry for information, resources and links to available services across the state. They will work to identify service gaps, and advise on program development to meet identified gaps. Duties are performed with substantial independence under the general direction of the Commissioner of Disabilities, Aging & Independent Living.

All employees of the Agency of Human Services perform their respective functions adhering to four key practices: customer service, holistic service, strengths-based relationships and results orientation.

### **Examples of Work:**

Study Vermont's Deaf, Hard of Hearing and DeafBlind population to identify unresolved issues, incidence rates, and other factors and develops databases and reports to reflect such information. Establishes contact with advocacy groups and associations for individuals who are Deaf, Hard of Hearing, and DeafBlind. Coordinates the Vermont Deaf, Hard and Hearing and DeafBlind Advisory Council, working closely with the Chair and Vice Chair to set agendas and organize the work of the Council. Develops collaborative relationships throughout AHS. Acts as consultant and problem solver

Education: Bachelor's degree in a human services field.

Experience: Five years in a program which provides direct services to persons with hearing-related disabilities, including or supplemented by at least two years with responsibility for administration of a major program.

Special Requirements

Proficiency in American Sign Language.

Candidates must pass any level of background investigation applicable to the position. AHS Policy 4.02, Hiring Standards, pursuant to 20 V.S.A. 2056c or other applicable statutory authority, requires criminal record checks for all AHS positions, including motor vehicle driving record checks and national record checks where appropriate.