Deaf and Hard of Hearing Services

Job Description

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| **Job Title: Tuesday Group Assistant Coordinator** | **Program: Community Outreach** |
| **Reports to: Executive Director** | **FT/PT: Contract Employee, Part-time** |
| **Funded by: Donations/Fundraisers** | **Prepared by: Deb Atwood ED** |
| **Date: 11/26/2024** |  |

**Position Overview**

The Tuesday Group Assistant Coordinator for Deaf, DeafBlind and Hard of Hearing adults with additional disabilities is responsible for assisting in providing leadership, support, and guidance to a group of Deaf, DeafBlind and Hard of Hearing adults living with additional challenges. This role involves assisting in facilitating group sessions, to create a safe, inclusive, and therapeutic environment. The Assistant Coordinator will utilize a combination of communication strategies, including sign language and other appropriate methods, to support participants' mental and emotional well-being.

**Principal Duties and Responsibilities (Essential Functions\*\*)**:

* Provide education to participants regarding coping strategies, abilities for adaptive and positive behavior that enable the group to deal effectively with the demands and challenges of life, relationships and personal development.
* Design and deliver skills training that covers a wide range of essential areas, but not limited to budgeting, time management, effective communication, and conflict resolution.
* Other activities include but are not limited to games, crafts, educational subjects, and include outside activities such as restaurants and shopping.
* Facilitate discussions, role-playing activities and other exercises to promote skill acquisition and practice.
* Encourage and empower participants to set and achieve personal goals.
* Use sign language and other effective communication strategies to ensure full participation of all group members.
* Foster a safe, welcoming, and supportive environment where group members feel comfortable sharing their thoughts and experiences.
* The Assistant Coordinator typically steps in to cover activities and responsibilities in the absence of the Coordinator. This role is essential for ensuring the continuity of the program.

**Supervision Received**

Tuesday Group Coordinator and the Executive Director

**Qualifications & Skills**

* Experience working with individuals from diverse backgrounds, particularly those facing challenges such as low income, disabilities, language deprivation.
* Strong communication skills with fluency in ASL.
* Interpersonal and problem-solving skills.
* Ability to work independently and as part of a team.
* Empathy, patience, and a non-judgmental approach to working with participants.
* Knowledge of available community resources and support systems.
* Experience in facilitating group sessions.
* Outstanding communications skills.
* Flexibility in performing tasks as they arise.
* Excellent organizational skills
* Is trustworthy in working with the agency and follows confidentiality policies.
* High knowledge of Deaf Culture.
* Computer and programs relevant to the position particularly Microsoft Word, Excel, Outlook.