



Job Opening

Posted: 7/29/2025

Start Date: As soon as possible

Position Title: Tuesday Group Coordinator

Reports to: Executive Director

Job Type: Part-time/contract

Primary Responsibilities include:

- Providing leadership, support and guidance to a group of Deaf, DeafBlind and Hard of Hearing adults living with additional support needs.
- Facilitating group sessions to create a safe, inclusive and therapeutic environment.
- Utilize a combination of communication strategies, including sign language and other appropriate methods, to support participants emotional and mental health.

Additional responsibilities include but not limited to:

- 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.
- Develop and maintain monthly calendars outlining all activities, meals, and off-site events

Pay: Commensurate with Experience

Additional Information:

- Schedule - Scheduled hours are every Tuesday from 10 AM to 2 PM, unless it falls on a holiday or a previously arranged day off.
- Duties will be performed in-office, remote, and off-site settings.
- Must be willing and able to travel to the main office and various off-site locations as needed.
- Computer and programs relevant to the position particularly Microsoft Word, Excel, Outlook.
- Strong cultural competence in working with the Deaf community
- Strong communication skills with fluency in ASL.

Please forward your cover letter and resume to:

Deb Atwood, Executive Director datwood@deafhhs.org

Deaf & Hard of Hearing Services

160 68th St SW Ste 140, Grand Rapids, MI 49548 P 616.732.7358 F 616.732.7365 www.deafhhs.org

EIN: 82-055112