



HEARING SPEECH + DEAF CENTER

Hearing Speech and Deaf Center (HSDC)

Job Description

Title: Director, Community Services for the Deaf

Reports to: CEO

Supervises: Manager, CSD; Interpreting Coordinators, Interpreters

Department: Community Services for the Deaf

Location: Throughout the tri-state area

Purpose of Job: Oversees and directs HSDC's Community Services for the Deaf Department (CSD) in accordance with policies developed by the Board and senior staff ensuring the creation, promotion and implementation of programs and services that meet the mission, goals and objectives of HSDC.

Major Duties and Expectations:

1. Oversee and grow the American Sign Language Interpreting program:
 - a. Mentorship
 - b. Professional Development
 - c. Certification Maintenance
 - d. Supervision of Interpreting Coordinator and Assistant Interpreting Coordinator
2. Oversee the Community Employment Services Program and maintain CARF Accreditation with Deaf Program Manager and Deaf Job Coach
3. Oversee Deaf Advocacy and Events Programs with Deaf Program Manager and Deaf Advocate
4. Coordinate ASL Classes for local businesses and the community
5. In conjunction with senior management develops strategic direction, goals and objectives for CSD.
6. In conjunction with senior management develops annual budget (including hours produced and fees for services).
7. Monitors budget and productivity monthly and reviews with staff.
8. In conjunction with senior management, determines, plans for, obtains and expends resources necessary to successfully complete the objectives.
9. In conjunction with senior management develops performance measures for the department.
10. Participates in community outreach for both deaf services and HSDC as a whole
11. Conducts annual performance evaluations and provides professional growth and development opportunities and suggestions to staff.

12. Conducts market analyses and develops business plans for program growth and expansion.
13. Reviews and analyzes operating policies, practices and procedures.
14. Oversees all program activities to ensure that all legal, ethical, moral, funding and safety considerations are followed as appropriate.
15. Ensures all contract requirements are delivered as appropriate.
16. Ensures all requirements are met with regard to the OACCD and RSC contract.
17. In conjunction with the Development Director, designs and develops new programs, services, products, etc. that could be funded via new opportunities, particularly grants to increase visibility in the community.
18. Ensure that all activities of the department are marketed and publicized appropriately and effectively and receive the approval of the Development/Marketing staff.
19. Determines pricing and fee schedules in order to maximize margin and minimize cost.
20. Monitors use of contract staff and limits it to the extent possible.
21. Ensures adequate staffing levels
22. Ensures compliance with HIPAA, all accreditation standards and Interpreting Code of Ethics.
23. Ensures staff follows all HSDC policies and procedures including attendance at staff meetings, timeliness of reporting, etc.
24. Ensures department is up to date on data collection for all reporting to regulatory and funding bodies.
25. Provides staff leadership to Board Committees and the board as directed.
26. Develops and participates in fund-raising, educational and/or public relations' programs and presentations for consumers, families and community professionals regarding the mission and efforts of HSDC.
27. Reviews and researches professional literature, journals, etc. and attends conferences and seminars in order to develop new ideas, processes, practices, etc. that would increase and enhance the departments practices.
28. Other duties as assigned.

Education/Experience/Skills

1. Bachelor's degree in Deaf studies, American Sign Language English Interpretation, communication, psychology, business or other related field is required.
2. Strong, In-depth knowledge of Deaf Culture is required.
3. Experience supervising others and overseeing program operations
4. Prior managerial experience is preferred including budgeting, goal setting, strategic planning, and working cooperatively with a leadership team.
5. Experience with development of new programs and growing existing programs.
6. Strong organizational skills.
7. Able to work with all facets of the Deaf and Hard of Hearing Community.

JOB DESCRIPTION ACKNOWLEDGEMENT

I, acknowledge that I have received and read/reviewed this Job Description as it applies to my responsibilities and duties while employed with Hearing Speech & Deaf Center of Greater Cincinnati.

I understand this job description is subject to change or revisions may be made as necessary to support the mission and values of this organization.

Signature of Employee: _____ Date: _____

Supervisor Signature: _____ Date: _____

Revised 5/16/2022