



## **JOB DESCRIPTION: ASK Resource Center, Inc.**

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### **TITLE: Deaf Mentor, Volunteer Position**

Part of the Family to Family Iowa Early Hearing Detection and Intervention Project

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#### **Position Summary**

Access for Special Kids Resource Center, Inc., known as ASK Resource Center, is an organization that offers information, training, advocacy education/support and resources for the benefit of children and adults with disabilities and their families throughout the state of Iowa to assist them in effectively navigating the complex education, health care and community systems that impact their ability to lead successful and productive lives in the communities of their choice.

ASK Deaf Mentors are volunteers that receive stipends for their efforts to help increase a family's ability to successfully communicate with their deaf child. Deaf Mentors also provide parents with opportunities to identify their child's subtle communication attempts and evaluate their child's strengths in communicating. They increase parent's appreciation for and understanding of American Sign Language (ASL) as well as other forms of communication, Deaf Culture, and the Deaf Community. Deaf Mentors assist in supporting the child's development of language, communication, and self-identity through the ability to interact with a Deaf adult role model.

#### **Essential Duties and Responsibilities**

- Attend initial training and ongoing training sessions in conjunction with the Deaf Mentor component of the Family to Family EHDI Project at ASK.
- Conduct home visits to provide instruction, support, and advocacy service in ASL to assigned families according to program policies, including utilizing current selected curricula.
- Interact with the child using activities and materials appropriate to the child's age and development.
- Provide exposure to and information regarding the Deaf community and Deaf Culture.
- Keep current on key deaf and hard of hearing resources, including education, communication technology, special needs, assistive listening devices, Deaf culture, needs of infants and young children with hearing loss, and family support issues in order to provide family members with information they need to effectively communicate and support their child.
- Maintain records and reports as required by ASK, adhering to program and agency policies (i.e. lesson plans, time reports, evaluation documentation, etc.) and submit weekly reporting forms.
- Regularly review cases with the Family to Family EHDI Project Coordinator.
- Follow verbal and written instructions from the Family to Family EHDI Project Coordinator and ASK staff.
- Maintain strict confidentiality per ASK confidentiality policies and procedures.

#### **Other Duties & Responsibilities**

- May perform other duties as agreed upon and assigned.

**JOB DESCRIPTION: ASK Resource Center, Inc.****Minimum Qualifications (Education, Experience, Skills)**

**Education:** Bachelor Degree in social work, psychology, counseling, early childhood education or related human services field preferred, but not required.

**Experience:** One year related work experience preferred.

**Other:**

- Deaf or Hard of Hearing adult that is a role model
- Ability to communicate fluently in American Sign Language.
- Strong communication skills with parents who are not proficient in sign language.
- Ability to interact and implement activities with a variety of children and adults, including infants, toddlers, siblings and parents.
- Ability to interact with and develop rapport with a variety of parents and professionals in a positive, unbiased, non-judgmental manner.
- Ability to be unbiased, open-minded and supportive of family decisions with their communication choices.
- Ability to work effectively within a team approach.
- Ability and access to appropriate computer technology, including internet access or other approved system to complete and submit all necessary paperwork and reports to supervisor per program policies (i.e.bi-weekly time sheets, etc.)
- Demonstrated ability of skills in Microsoft Office, including Word and Excel.
- Must have a current driver's license; maintain liability car insurance as required by IA statute; and have access to a vehicle for travel throughout assigned region in IA.
- Must have schedule flexibility, including weekends and evenings.
- Knowledge of and participation in Deaf Community activities preferred.

**Abilities Required**

The physical demands described here are representative of those that must be met by a volunteer to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the volunteer is regularly required to communicate using hands and written words. The volunteer must also use hands or fingers to handle or feel objects, tools, or controls. The volunteer is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The volunteer is required to travel to various locations, typically in or near the volunteer's own community, and may volunteer on evenings and weekends as needed to coordinate with family schedules. Reliable transportation and/or proof of a valid driver's license and automobile insurance is required. A criminal background check is also required.

The volunteer must occasionally lift and/or move up to 25 pounds.

The noise level in the work environment is usually moderate.

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This job description in no way states or implies that these are the only duties to be performed by the volunteer(s) incumbent in this position. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the



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skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities.

This document does not create a volunteer employment contract, implied or otherwise, other than an "at will" relationship.