

## DeafBlind Service Center (DBSC)



### Job Description:

<b>Position title:</b> Client Advocate	<b>Location:</b> DBSC, 1620 18 <sup>th</sup> Avenue, Suite 200 Seattle, WA 98122
<b>Immediate Supervisor:</b> Executive Director	<b>Position:</b> full time
<b>Effective Date:</b> Filled in	

#### **Position Summary Description:**

Provide and promote DBSC Statewide Case Management, Outreach, and Advocacy Services with assistance to DeafBlind clients in Washington State statewide.

*Employment at DBSC is an "at-will" relationship. DBSC is an Equal Opportunity Employer.*

#### **Position Duties & Responsibilities:**

- Provide client assistance and advocacy in dealing with public and private agencies through peer counseling and the development and implementation of an action plan to remove communication and/or independent living barriers.
- Develop and implement an action plan to train government agencies, human service organizations, and other appropriate entities on communication access, legal responsibilities, and the cultural and linguistic needs of the DeafBlind.
- Assist in developing and maintaining cooperative relationships with governmental agencies, community organizations, and other agencies by providing resources for clients.
- Develop and implement an action plan to familiarize or train Deaf, Hard of Hearing, and Late-Deafened people concerning government, legal, community, cultural, as well as communication and self-advocacy issues.
- Maintain appropriate and confidential case files, records, and statistical data on all client contact and counseling in accordance with the policies and procedures of DBSC.
- Work as a team member of DBSC and the community to improve and enrich the lives of DeafBlind in the communities served.
- Prepare monthly reports on services provided.
- Other duties as assigned.

#### **Equipment Used:**

- Microsoft Office, including Word, Outlook, Power Point, and Excel
- Telephone, TTY, Videophone
- General office equipment, such as printer, copier, fax machine

#### **Required/Preferred Qualifications:**

- Preferred fluent in ASL and good computer skills required.
- Bachelors degree or higher; experience in deafness, education, public speaking, counseling and/or related fields.

- Knowledge of Deaf Blind Culture and legal rights of DeafBlind.
- Minimum of two years experience in case management.
- Proficient in written English and the ability to collect and monitor data.
- Ability to work positively with community members and fellow staff.
- Individual should be self-directed, flexible, highly organized, able to prioritize, and exercise a high degree of independent judgment and confidentiality.
- Willingness to travel is essential as well as work evening and weekend hours as needed. Driver's license, accessible vehicle and valid Washington auto insurance preferred.

**Environmental Demands:**

*(e.g., usual office conditions)*

- Professional office environment, typically Monday through Friday 8:30 am to 4:30 pm with flexibility for working evening and weekend hours as needed.

**APPLICATION PROCESS:**

1. Submit resume
2. Include three references, one of which must be work-related.
3. Prepare a cover letter that specifically addresses how you are suited to undertake the main tasks and possess the qualifications outlined in these job details.
4. Please send your cover letter and resume to:

Angela Theriault Executive Director, DBSC, 1620 18<sup>th</sup> Avenue Suite 200, Seattle, WA 98122

Or e-mail to: [atheriault@seattledbsc.org](mailto:atheriault@seattledbsc.org)