



Travis Association for the Blind

Job Title:	TESD Senior Manager	Job Category:	Administration
Department/Group:	Administration	Job Code/ Req#:	201574
Location:	2307 Business Center Drive	Travel Required:	N/A
Level/Salary Range:	75k – 85k	Position Type:	Full-Time
HR Contact:	Janna Caddell	Date posted:	October 1, 2015
Will Train Applicant(s):		Posting Expires:	Open Until Filled
External posting URL:			
Internal posting URL:			
Applications Accepted By:			
FAX OR E-MAIL: (512) 445-6933 or janna.caddell@austinlighthouse.org Subject Line: TESD Senior Manager Attention: HR Department		MAIL: Janna Caddell Human Resources Travis Association for the Blind PO Box 3297 Austin, TX 78764-3297	
Job Description			
<p>RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Will manage the Training and Employee Services Department (TESD), a function of TAB providing training and employment support to people in a vocational setting who have low vision, are blind, deaf, deaf/blind and others with multiple disabilities (our associates). • Will interpret in a variety of settings and communication modes/styles. • Will provide moderately complex consultative and technical assistance to assist our associates. • Will Consult with TWC and other service providers, and interact with employers to identify new employment opportunities in the community for our associates. • Serve as point of contact for other entities that provide services to our associates. • Consult with management to design and recommend procedural/policy changes. • Will foster cooperative relationships with those in the legally blind and deaf/blind communities. • Will keep apprised of developments affecting the deaf/blind communities, such as assistive programs, and maintain involvement in the interpreting and deaf/blind communities (may include some evenings and weekends). • Other related work as directed. • Occasional travel may be required. 			



QUALIFICATIONS

- Graduation from an accredited four-year college or university with major coursework in rehabilitation, psychology, sociology, social work, education, or a related field is generally preferred.
- Experience and education may be combined and evaluated to determine eligibility.
- Must have thorough knowledge and skills to communicate using American Sign Language and other communication systems utilized by individuals who are deaf/blind.
- Minimum of three years of experience in working with people with disabilities.
- Has a membership in good standing with RID and adheres to their Code of Professional Conduct
- Effective use of the Spanish language would be a plus.
- Experience using a computer and Microsoft Office (MS word, Outlook, Excel, etc.)

Knowledge

- Have experience, flexibility and comfort interpreting for Deaf/Blind or Deaf Individuals who use ASL, TASL, English-like sign, or who have limited formal language and communicate using gestures, drawing or other means.
- Physically capable of using tactile sign language on a regular basis.
- Familiarity with PC based programs and software including MS Office Suite, Outlook Exchange and experience with Excel highly preferred.

Skills

The incumbent must demonstrate the following skills:

- Knowledge of adaptive equipment, devices and use of adaptive equipment available to assist/benefit the consumers.
- Knowledge of report and record maintenance principles/practices.
- Knowledge of preparation and delivery of training curriculum.
- Good time management skills
- Strong communication skills including verbal & written
- Strong analytical skills
- Ability to work effectively both independently and in teams



Personal Attributes

- Be honest and trustworthy
- Be respectful
- Be punctual
- Possess cultural awareness and sensitivity
- Be flexible
- Be a self-starter
- Demonstrate sound work ethics
- Be motivated

WORKING CONDITIONS

Physical Demands

Be able to meet the physical requirements of the position.

ADDITIONAL NOTES

Internal & External Applicants accepted

Blind and visually impaired individuals are encouraged to apply.

Reviewed By:	Janna Caddell SR HR Manager	Date:	October 1, 2015
Approved By:	Jerry Mayfield	Date:	October 1, 2015
Last Updated By:		Date/Time:	