



New Mexico Commission for Deaf and Hard of Hearing

REQUEST FOR APPLICATIONS: NMCDHH Service Coordinator Las Cruces Office

Application Deadline: Monday, December 22, 2014 by 4pm MST

APPLICATION REQUEST – SERVICE COORDINATOR

The New Mexico Commission for Deaf and Hard of Hearing (NMCDHH) is seeking applications for a Service Coordinator position serving the Las Cruces office. The work involves planning, organizing and supervising investigations into communication barriers and working to educate the community about effective communication. The Service Coordinator will be located in the Las Cruces Office and works throughout the state of New Mexico traveling as needed. The position is a full-time benefited temporary position for the period of one year, with the goal of having the position approved to become permanent by the New Mexico Legislature. This temporary position has the classification of Community & Social Service Specialist-A, pay band 60, starting at \$13.83 - \$18.95 per hour.

BACKGROUND INFORMATION

The NMCDHH Las Cruces office has one full time staff member serving Deaf, Deaf Blind, and Hard of Hearing individuals and is currently looking for an additional Service Coordinator. The work done in the NMCDHH Las Cruces office complies with the Legislative Performance Measures which are to be met or exceeded each year. These measures include reducing communication barriers and providing information and referrals to the consumers. In order to remain in compliance with these measures it is necessary to have an additional staff member.

POSITION DESCRIPTION

The Service Coordinator position is based in the Las Cruces office. Statewide travel is required. Most work is conducted during regular business hours, but occasional night and weekend work is necessary.

The Employee shall perform the following work:

- Individual and systemic advocacy
- Listing of goals and objectives
- Developing a case structure
- Compiling data results from cases and information and referral work
- Utilize resources to assist consumers in reducing communication barriers
- Report to the Las Cruces Coordinator
- Extensive state-wide traveling is done in state vehicles.

Working Conditions:

Work is performed primarily in an office setting with exposure to Visual/Video Display Terminal (VDT) and extensive computer and phone usage. Sitting or standing for extended periods of time may be required. Bending, squatting, and reaching may occasionally be required. Must have the ability to lift up to 20 lbs.

QUALIFICATIONS

- Education: Bachelor's Degree in Social Sciences or related field
- Experience: two (2) years as a social and/or community coordinator case management, one or more areas of experience in residential service, substance abuse, child development, family support services required. Experience providing direct services to individuals with a variety of hearing loss and communication modes is critical.
- Bilingual in English and American Sign Language
- Possess and maintain a valid New Mexico Driver's License

APPLICATION PROCESS

Applicants must submit the following by Monday, December 22, 2014 by 4pm MST:

- A letter of interest
- A professional résumé
- Transcript showing highest degree obtained
- Three (3) letters of reference from external professional references who can speak to the applicant's qualifications related to this position. The Evaluation Committee may contact any or all references for further information.
- Documentation of meeting other qualifications listed above

INTERVIEWS

Finalists will be contacted for an interview with the Evaluation Committee in early January 2015 at the NMCDHH Las Cruces office.

After interviews are completed, the chosen candidate's documentation will be submitted to the State Personnel Office for approval and completion of the hiring process.

Applications may be submitted electronically, by mail, or hand-delivered to:

Sandra Williams
New Mexico Commission for Deaf and Hard of Hearing
Palms Office Complex
2407 W. Picacho, Suite A-103
Las Cruces, NM 88007
Sandra.Williams@state.nm.us

Applications submitted after Monday, December 22, 2014 at 4pm will not be accepted.