

Voices of Hope for Aphasia Job Description

JOB TITLE: Program Site and STARS Coordinator

DATE WRITTEN /REVISED: 8/5/2018

DEPARTMENT: Administration

Reports To: Executive Director

STATUS: Exempt

Hours: Part-Time (negotiable)

Salary: Commensurate with experience (\$30 - \$35/hr)

Benefits: Currently there are no medical, dental or optical benefits for employee and dependents

MISSION CONTRIBUTION:

To coordinate and supervise the day-to-day program operations of Voices of Hope for Aphasia Inc. at one (or more) program sites to meet the Vision and Mission of the organization. To develop, coordinate, implement and oversee programming related to the STARS Program for Voices of Hope for Aphasia Inc. at one (or more) program sites in order to meet the Vision and Mission of the organization.

The Danniella Muheim STARS Technology Initiative Mission:

To provide hands-on training and support for people with aphasia and their families in the use of technology in a fun and social environment. Technology may be used to augment communication, for home practice, for connecting with friends and family, for fun, or to return to work and life activities.

The STARS program is comprised of three Mission Training Modules:

STARS Workshop Module: Group learning and sharing sessions facilitated by a trained professional. The format may be instructor-led or group sharing; "Learning Modules," "Tech Talk" for AAC users, "Share What You Use."

STARS Lab Module: A lab or office with a variety of tools and technology, staffed by a knowledgeable trainer. The trainer will provide hands-on, one-on-one training. Tool and technology will be available for people with aphasia and their families to try out. The trainer will also provide on-going training and customization of AAC devices issued by other SLPs.

STARS Outing Module: Encouraging participation in the world and returning to life. Planned community outings to use assistive technology and tools in our community; restaurants, grocery stores, etc. May include science-based/technology-based outing such as science museums.

FUNCTION:

Under the direction and supervision of the Executive Director and the guidance of the STARS Advisory Board, the Program Site and STARS Coordinator contributes to the operational success

of the programs of the organization and the STARS program. As Program Site and STARS Coordinator, the responsibilities include planning and implementing the day-to-day and STARS programming of Voices of Hope for Aphasia Inc. at one or more assigned sites, consistent with our philosophies, principles, and procedures. The Program Site Coordinator also helps to ensure that established standards of high quality are maintained and that the programs are routinely evaluated for effectiveness and quality.

DUTIES:

Community/Public Relations/Marketing

- Recommend program-related marketing events, relevant to assigned site, and supervise their implementation
- Provide professional liaison between the program, potential and existing partners/alliances, potential clients and the community at large.
- Recruit and train volunteers or other program assistants, according to Voices of Hope for Aphasia policies and procedures
- Provide information about the program to potential members or other visitors, and represent the organization at the site and other events

Programs

- Ensure the quality of all program content.
- Ensures that the preferences, values, and rights of members are paramount in all planning and implementation of programs
- Ensures that all programs provide high quality communication supports
- Plans, coordinates, and implements program activities
- Develop program content for STARS Workshop, Lab, and Outing Modules, or identify expert content providers and work effectively with them to develop training modules.
- Coordinate with Executive Director and STARS Advisory Board on Telescope Grant policy and all other activities.
- Ensure that all programs meet VOH Mission and the STARS Mission Statement.
- Supervision of Speech-Language Pathology graduate students and/or Clinical Fellows
- Development of fun, interactive, and engaging materials.
- Maintain active and professional communication with members and families about programming changes, notices, upcoming events, etc.

Minimum Qualifications:

- Certified Speech-Language Pathologist, licensed in the state of Florida;
- Experience in group instruction, group management, and the provision of S/L/cognitive treatment for people with neurogenic communication disorders and their caregivers.
- Experience in the use of technology for the enhancement of communication, cognition, socialization, employment, and education.
- Excellent oral and written communication skills;
- Excellent independent research and knowledge gathering skills.
- Innovative and creative thinker.

- Ability to work independently as well as within a dynamic team environment.
- Diplomacy and human relations skills required;
- Able to pass FDL screening and drug test;
- Current CPR certification; First Aid training also preferred
- Personal qualities of integrity, credibility, and commitment to and passion for the mission of Voices of Hope for Aphasia.

Physical Requirements

- Ability to safely and successfully perform the essential job functions consistent with ADA, FMLA and other federal, state and local standards.
- Ability to maintain regular, punctual attendance consistent with ADA, FMLA and other federal, state and local standards.
- Ability to lift and carry up to 5 lbs.