



Job Title: Coordinator of Life Skills Development Program (LSDP) - Erie

Job Summary: Formulates client treatment plans, renders life skills development services to clients, recruits program clients and conducts program marketing activities

Job Relationships: Reports to Director of HDS - Erie

Responsibilities:

- Provide social development, communication, counseling, prevocational mobility training and crisis intervention services for scheduled clients and “walk-ins”
- Conduct social development group activities
- Prepares client evaluation and progress reports as well as any required administrative documents
- Develops client life management plans as a member of an interdisciplinary team
- Maintains current client permanent records and daily progress notes
- Serves as liaison for various County MR/DD contract requirements and performs tasks required for contract compliance
- Manages intake procedures for new clients as required
- Achieve program productivity standard
- Recruits new clients and markets the program
- Participates in client staffing and other related meetings
- Supervise training experience for practicum students and interns
- Perform related tasks as required

Qualifications:

- Bachelors’ degree in related field: deaf education or Bachelor’s degree in related field with equivalent training and experience plus knowledge of psycho-social aspects of deafness and deaf culture
- Minimum of three (3) years of experience in educational or rehabilitation services for persons who are deaf
- Fluency in American Sign Language
- Some experience in the social services area preferred, but not required
- Supervisory or management experience required
- Marketing experience preferred, but not required
- Current Act 33 and Act 34/151 clearances required

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Employee Signature

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Date