

WASHINGTON STATE CENTER FOR CHILDHOOD DEAFNESS AND HEARING LOSS PROJECT POSITION TO WORK THROUGHOUT THE STATE OF WASHINGTON



Our Agency

CDHL is an educational community and statewide resource committed to ensuring all deaf and hard of hearing students in Washington reach their full potential.

Our agency offers a variety of services in academic, residential, and outreach programming and support.

Our Staff

Our employees are more than just workers. They are part of a community, network, and family. Each staff member serves as a role model to students.

We're looking for people that can contribute, grow, think, and dream. We thrive in a culture that embraces diversity and rewards imagination.

Our Students

Our diverse student body is made up of many faces, backgrounds, and personalities. Our goal is to help students who are deaf and hard of hearing learn, grow, and succeed.

The use of American Sign Language (ASL) is embraced at WSD.

Position: Administrative Assistant 1 Project appointment

Agency: Washington State Center for Childhood Deafness and Hearing Loss (CDHL)
Statewide Outreach Position

Location: Vancouver, WA and Statewide Traveling

POSTED: September 17, 2014

Position Responsibilities:

CDHL is working in collaboration with the Division of Vocational Rehabilitation (DVR) to offer a series of Transition Fairs throughout the State of Washington. The target audience is high school aged deaf and hard of hearing students and the project is scheduled for a total of 20 months effective October 1, 2014. CDHL is seeking a qualified candidate to fill the role of Administrative Assistant 1 to perform various clerical and coordination duties for the duration of the project.

The successful candidate will arrange travel, coordinate event for event space, setup/tear down of events and various other clerical and organizational support needs. This position requires extensive travel throughout the state (not to exceed 108 days of travel).

Duties Include:

- Perform a variety of clerical and support duties that are routine in nature but may vary based upon specific event and location needs.
- Assist Program Coordinator with travel arrangements, general correspondence and reports.
- Provide support to event participants including assistance with DVR referral forms, online application software entry and general information.
- Maintain organized confidential event and referral files.
- Assist with communication and event notification.
- Regularly use computer software programs (i.e. Outlook, Word, Excel, Publisher)



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Our School

The Washington School for the Deaf (WSD) is located near downtown Vancouver, Washington and is just a few miles from Portland, Oregon.

The Portland-Vancouver area offers outdoor enthusiasts and families scenic parks and recreation sites, camping, rivers and lakes, vibrant communities, farmers markets, arts and theatre, shopping, hiking paths, and bike trails.

Benefits include:

- *Medical, dental, and vision*
- *Retirement*
- *Life insurance and disability*
- *Vacation and sick leave*
- *Paid holidays*
- *Deferred Compensation Program*
- *Dependent Care Assistance*
- *Professional development*

*Apply online at
www.careers.wa.gov*

*Human Resources Office
611 Grand Blvd.
Vancouver, WA 98661
human.resources@cdhl.wa.gov
(360) 696-6525 v
(360) 334-5780 vp*

Equal Opportunity Employer

Compensation:

\$2,317- \$2,994 per month and benefits until project ends.

This is a union-represented project position that reports to the Program Specialist.

Required Qualifications:

- At least one year experience working with others in a professional office environment
- At least two years of clerical support experience
- Ability to communicate proficiently in American Sign Language (ASL) and written English
- Ability to use the computer to email, create letters, certificates, reports, spreadsheets and forms
- Punctuality, professionalism and organizational skills
- Ability to work as a team member & maintain positive relations with staff, students, parents, and the public
- Ability to order and maintain an inventory of supplies
- Ability to travel for 108 days per school year
- Must have valid driver's license

How to Apply:

Apply online at www.careers.wa.gov.

Recruitment closes September 30, 2014.

Visit the school's website at www.wsd.wa.gov for more info.

Special Notes:

The candidate selected for this position will be required to successfully pass a criminal history background check.



CDHL