



Helen Keller International JOB ANNOUNCEMENT

Project Assistant, ChildSight® Cleveland, OH

Co-founded in 1915 by Helen Keller, Helen Keller International is dedicated to saving and improving the sight and lives of the world's vulnerable. We combat the causes and consequences of blindness, poor health and malnutrition with more than 120 programs in 20 African and Asian countries, as well as in the United States. Renowned for our reliability, efficiency and high level of technical expertise, Helen Keller International promotes the development of large-scale, sustainable solutions to some of the most pressing issues in public health.

ChildSight® Program Overview

Recognizing a lack of accessible, adequate vision care among low-income children in the United States, HKI established ChildSight® in 1994. The program identifies and treats refractive errors (i.e., nearsightedness, farsightedness and astigmatism) by providing in-school vision screenings, prescription eyeglasses, and ophthalmologic referrals to local partners for follow-up care as needed. In so doing, the program "*brings education into focus*"™ for children who would otherwise be left with poor vision – and unfulfilled potential. To date, ChildSight® has screened more than **1.9 million** students in the U.S. and has provided free eyeglasses to approximately **300,000** children living in some of our country's poorest neighborhoods. We are currently seeking a **Project Assistant** to join the program team in Cleveland.

Responsibilities:

- Travel to schools/programs in target communities throughout Cleveland to administer screening assessments to students in accordance with ChildSight® guidelines.
- Assist consulting doctor in the implementation of vision assessment;
- Assist in the distribution of eyeglasses as prescribed by the eye doctor;
- Promote follow-up care by conducting educational information sessions to children, school personnel and/or parents/guardians regarding the screening assessment, vision health, potential vision difficulties and treatments;
- Ensure the proper maintenance of all files, records and documents of the program;
- Collaborate with Program Manager in outreach strategies with parents, students and school liaison.

Requirements:

- One-year certificate from college or technical school; plus 1-2 year's related experience or equivalent combination of education and experience.
- Strong English-language communications skills; proficiency in Spanish, Arabic, Burmese, Hmong, Karen S'gwa or Somali preferred.
- Ability to work independently, but also coordinate effectively as part of a team.
- Excellent inter-personal skills; demonstrating diplomacy and tact.
- Demonstrable respect for all persons regardless of religion, ethnicity, class or gender.
- Willingness to travel within state and use of a personal vehicle with adequate insurance for HKI business.

Conditions:

This is a part-time position (approximately 25- 30 hours per week) that is active only during the academic year.

To Apply:

Please submit a cover letter and resume to ChildSight.Recruitment@hki.org noting the job title and state in the subject line. Applications will be accepted until the position is filled.

Helen Keller International is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, genetic information, disability, or protected veteran status.

*We are committed to providing reasonable accommodation to individuals with disabilities. If you are a qualified individual with a disability and need to request an accommodation during the application or interview process, please contact us at the email above or:
Tel: 646-356-1789 or Fax: (212) 532-6014*