



CHKC Career Opportunity

Position Title: Community Relations Advisor (CRA)
Reports to: Provincial Programs Manager
Location: CHKC Training Centre and various locations
Position: 25-35 hours a week; 1 year contract

Do you have a passion for cultivating meaningful relationships? Do you value supporting the deafblind community in a highly professional, respectful, caring and holistic approach? If so, read on!

Position Summary

The CRA will create and implement strategies to promote Canadian Helen Keller Centre's programs and services to the deafblind community and other stakeholders within the province of Ontario. The CRA will work in an office setting as well as out in the community. The CRA will report directly to the Provincial Programs Manager on a regular basis.

Position Responsibilities

Consumer Focus:

- **Engages and supports Consumers in a manner that promotes opportunities for personal growth, increased support networks and independence.**
- **Increase our existing Consumer base.**
- **Meets with Consumers in a variety of settings including office, home and community visits.**
- **Provide peer-to-peer support to Ontarians who are deafblind.**

Public Awareness and Advocacy:

- **Encourages self-advocacy and educates the public about the disability of deafblindness.**

- Supports the capacity of Consumers to self-advocate, recognizing individual capabilities and goals.

Information Management:

- Researches and maintains a database of information related to community, government services, programs, employment and housing.
- Provides regular feedback to the Provincial Programs Manager to measure the progress and value of this position.
- Submits monthly expense reports and other relevant administrative reports and documentation to the Provincial Programs Manager.
- Adheres to agency privacy and release of information policies when contacting outside stakeholders, including families, agencies and staff.

Relationship Building:

- Builds positive stakeholder relations with Consumers, staff, community, government services and resources.
- Engages and builds relationships with various service providers and maintains partnerships.
- Promotes and demonstrates the values of the agency within the workplace and in the community by having a positive and professional relationship with Consumers, family, staff, volunteers, the board of directors, and other organizations.

Agency-wide Expectations:

- Promote and demonstrate the purpose and mission of CHKC within the workplace and in the community by having a positive and professional relationship with consumers, staff, volunteers, the board of directors and other organizations.
- Serves as a role model to others by demonstrating a respectful and positive attitude toward individuals with disabilities.
- Complete all agency required training.
- Research professional development opportunities and recommend same to the Provincial Programs Manager.
- Assists and/or participates in the planning and production of agency events as required, including celebrations, public awareness events and fundraising events and campaigns.
- Participates in relevant projects, working groups and committees with the prior approval of the Provincial Programs Manager.
- Ensures consistent implementation and adherence to approved CHKC policies and procedures.
- Support a positive, healthy and safe workplace.
- When necessary, report relevant information to the Joint Health & Safety Committee (JHSC).
- Support and implement recommendations made by the JHSC.

- Keep current with Health & Safety legislation.

*** All other duties as assigned**

Position Specific Behaviours, Skills and Qualifications

- Post-secondary education related to the field and/or relevant working experience
- Strong ties to the deaf, deafblind and blind community
- Strong skills in American Sign Language, adapted/tactile sign language and other alternative communication methods used by persons who are deafblind
- Excellent interpersonal skills to deal with a variety of individuals, including Consumers, intervenors and management
- Proven ability to work independently, and within a team
- Proven ability to prioritize and organize responsibilities
- Ability to provide solutions in a timely manner to routine and complex problems, utilizing strong analytical, creativity and problem-solving skills
- Strong communication skills, both written and oral, including public speaking
- Knowledge of specialized adaptive technology used by the deafblind community
- Knowledge of community and government services, programs and resources
- Knowledge of activities and issues relevant to the deafblind community
- Ability to travel throughout the province of Ontario
- Excellent computer and email skills
- Dependable, flexible, reliable and professional

Due to the changing nature of the work and the needs of the community, this description does not encompass all responsibilities and duties.

***CHKC welcomes applications from people with disabilities.**

Accommodations are available on request for candidates taking part in all aspects of the recruitment and selection process.

***Only suitable candidates will be contacted for an interview.**

Closing date for applications: February 15, 2019

Please send a cover letter and resume to: mgauthier@chkc.org