

# HALF HELEN FOUNDATION

## CERTIFIED SCREENER

### JOB DESCRIPTION

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#### POSITION SUMMARY

The Certified Screener will be responsible for conducting on-site vision and hearing screenings for students in Central Texas public and charter schools. The position will be responsible for setting up the screening environment to ensure maximum efficiency, and ensuring students feel comfortable throughout the screening process. The Certified Screener will be responsible for conducting screenings in accordance with Department of State Health Services (DSHS) and half Helen Foundation standards. The Certified Screener will report to the Program Director and the Team Leader assigned to the schools in which they screen.

#### DUTIES & RESPONSIBILITIES

- Conduct vision and/or hearing screenings in accordance with Department of State Health Services (DSHS) and half Helen Foundation standards.
- Arrive at scheduled school screenings no later than 7:30 in the morning. **Punctuality is critical.**
- Ensure the screening environment is set up on time, properly organized, and ready for each class.
- Ensure children understand how to complete the screening and are comfortable before, during, and after screening.
- Accurately input the screening results of each child into CommCare.
- Sanitize all screening equipment after each test is administered and before packing materials at the end of the day.
- Assist with cleaning up and rearranging the screening environment to its original state at the end of the screening day.
- Represent half Helen Foundation in promoting the importance of vision care to parents, students, school personnel and general public.
- Must wear hH uniform and maintain a neat and clean appearance throughout the screening day.
  - Ripped, frayed, disheveled, or athletic clothing is not permitted. hH will provide Screeners with t-shirts.
- Other duties as assigned by the Program Director or Team Leader.

#### QUALIFICATIONS

- DSHS Certified Vision Screener, DSHS Certified Hearing Screener
- Ability to be punctual every assigned day with limited absences and to communicate anticipated absences in advance
- Excellent organizational, administrative, and customer service skills as well as demonstrated verbal and written communication skills. Experience working with schools and/or children is preferred
- Must have reliable transportation
- Spanish-language fluency is very beneficial.
- Must pass background check required by schools and half Helen Foundation
- Profanity will not be tolerated.
- No substance abuse is tolerated.

#### SCHEDULE & COMPENSATION

half Helen will conduct 2-3 screening days each week with approximately 50 schools scheduled for the 2016-17 school year. Most screenings will take place from 7:30am – 3:30pm at schools within the greater Austin area. The Certified Screener may also work additional hours from the half Helen Foundation office, as needed. Certified Screeners will be compensated by the hour as contract work with no benefits.

**TO APPLY:** Please send your resume to Lindsay Futterman at [lindsay@halfhelen.org](mailto:lindsay@halfhelen.org). No phone calls please!