

SEASONAL CERTIFIED SCREENER

JOB DESCRIPTION



POSITION SUMMARY

The Seasonal Certified Screener is responsible for conducting on-site vision and hearing screenings for students in Central Texas public schools. The Certified Screener is 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 (hH) standards. The Certified Screener will report to the Operations Manager and the Team Leader assigned to the schools in which they screen. This role is a part-time, temporary position: screenings will be held between August 9th and mid-December and for up to 7 hours per day, 4 to 5 days a week. Mandatory DSHS Certified Vision Screener and DSHS Certified Hearing Screener certifications will be held on August 4th. half Helen will consider the mandatory DSHS trainings as a paid work day.

DUTIES & RESPONSIBILITIES

- Conduct vision and hearing screenings in accordance with Department of State Health Services (DSHS) and half Helen standards.
- Arrive at scheduled school screenings no later than 8:00 in the morning.
- Ensure the screening environment is set up on time, properly organized, and ready for each group of students.
- Ensure children understand how to complete the screening and are comfortable before, during, and after the screening.
- Accurately input the screening results of each child into swift Screen (our proprietary software).
- 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 hH by promoting the importance of vision care to parents, students, school personnel, and the 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 uniforms.
- Other duties as assigned by the Operations Manager or Team Leader.

QUALIFICATIONS

- You will receive the DSHS Certified Vision Screener, DSHS Certified Hearing Screener certifications. Training day will be fully paid. Ability to be punctual and reliable every assigned day
- 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 beneficial.
- Must pass background check and fingerprinted required by schools and half Helen.
- Profanity will not be tolerated.
- Substance abuse will not be tolerated.

SCHEDULE & COMPENSATION

half Helen will conduct 4-5 screening days each week with approximately 40 schools scheduled for the 2021-22 school year. Most screenings will take place from 8:30am – 2:30pm at schools within the greater Austin area. The Certified Screener may also work additional hours from the half Helen office, as needed. **The Certified Screeners will be compensated \$15/hour with no benefits.** Lunch will be provided each screening day!

PERFECT OPPORTUNITY FOR

The Seasonal Certified Screener position is perfect for:

- Stay-at-home parents, due to the work hours and seasonal needs
- Workers looking for a temporary transitional occupation
- Online students with reliable transportation

TO APPLY

Please email your resume to Laura Levilly-Deola at laura@halfhelen.org. No phone calls please!