

Position Description - Unclassified

Position Status:

Position Title		Position Number
Employee Accommodations Coordinator		E99896
Appointment (9mos. / 12 mos. / Other)	Contract Period (from / to)	Department / Division
12 months	July 1 – June 30	Human Resources
Position Type		FLSA
Full- time Unclassified		Exempt
Reports to		Reports to Position Number
Executive Director, Human Resources		E99666
Incumbent		University ID #

Program Information:

<p>A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University's mission.</p>
<p>The Office of Human Resources (HR) provides needed and appropriate accommodations to all faculty, and staff with disabilities. The services and accommodations provided ensure that all of Western Oregon University's programs and services are accessible to people with disabilities.</p>

B. Describe the purpose of this position and how it functions within this program.

The Employee Accommodations Coordinator reports to the Human Resources Director and functions in three distinct capacities: coordinator, accommodation assessment/compliance and trainer. This position is responsible for managing and coordinating the Lead Interpreters, assessing and facilitating the procurement of employee accommodations and conducting training for interpreters, faculty/staff and community partners with regards to accessibility and interpretation.

Description: Secure communication accommodations for Deaf, hard of hearing and DeafBlind employees by incorporating environmental, linguistic, interpersonal, logistic (time/place), and modality (virtual, hyflex, in person) considerations. Works closely with Deaf faculty and ODS to schedule interpreting teams; screen and hire hourly interpreters and use discretion to bring in outside interpreting support as necessary.

Position Information and Qualifications:

A. Description of Duties/Responsibilities – List the major duties assigned to the position. Note percentage of time each listed duty is performed to total 100%. Indicate “E” = Essential, “R” = Revised

Percent of Time	Duties
50%	<p><u>Employee Accommodations Coordinator Duties/Responsibilities</u></p> <ul style="list-style-type: none"> *Review anticipated work schedule and coordinate interpreters to fill the interpreting needs *Communicate with faculty and staff to determine preferences, assignment details and preparation materials for the interpreters *Communicate with Lead Interpreters to determine preferences, availability, gather pertinent assignment-related details and ensure continued professional development *Assist in the development, upgrading and implementation of policies and procedures as they pertain to the scheduling *Through research and consultation, coordinate auxiliary services and accessibility features for Deaf, hard of hearing, DeafBlind faculty and staff *Recruit, interview, evaluate and recommend sign language interpreters and other communication-related support staff *Maintain scheduling and payroll related records/hours and ensure timely submittal of payroll reports *Facilitate interpreting assignments with the Assistant Director of Deaf and Hard of hearing Services

<p>40%</p>	<ul style="list-style-type: none"> *Organize and coordinate staff meetings with the Lead Interpreters *Conduct annual evaluations and reviews of Lead Interpreters *Along with the Assistant Director, Deaf & Hard of Hearing Services, screen and hire hourly interpreters *Other duties as assigned <p><u>Employee Accommodations</u></p> <ul style="list-style-type: none"> ● Serves as the primary contact to respond to questions from faculty and staff and supervisors regarding ADA compliance and accommodation requests. Evaluates, researches and administers employee requests for workplace accommodations. Facilitates and participates in the interactive process to identify and assess options for providing reasonable accommodations and access to eligible employees in accordance with the Americans with Disabilities Act and other disability laws. ● Build relationships with staff to understand the specific needs of employees with disabilities. ● Simplify and streamline the reasonable accommodation process so it is easy to understand for staff and supervisors. ● Identify and respond to reasonable accommodation requests quickly. Create and share timelines for staff and supervisors and meet those timelines. ● Implement reasonable accommodations, including arranging for any necessary equipment, assistive technology, furniture and or modifications to the workplace. ● Communicating with supervisors and or appropriate stakeholders to gain their insight and perspective on the request and relevant considerations (such as the position's essential functions, operational needs, etc.). ● Approving accommodations, negotiating effective alternative accommodations, and or denying requests based on relevant factors. ● Monitor the effectiveness of reasonable accommodations and adjust as needed. ● Assist with developing training on reasonable accommodations and disability related topics for employees and supervisors. Train staff and supervisors. ● Ensure compliance with federal, state and local laws. ● Providing support and independent, proactive counsel to the entire WOU community, including employees, students, supervisors, HR and legal. ● Other duties as assigned
<p>10%</p>	

Trainer

*Train and mentor emerging and apprentice professional interpreters (when possible) through formal and informal training interactions, job shadowing, and other relevant professional development activities.

*Conduct trainings for hearing, non-signing faculty and staff

*Develop curriculum and material promoting the work and well-being of the interpreters

*Collaborate with other stakeholders in providing training for students, faculty/staff, community stakeholders and Deaf/hard of hearing/DB staff/faculty.

General Responsibilities

- Maintain records (case notes and other forms of records) as required.
- Provide training/orientation for new interpreter users as needed.
- Participate and cooperate with other staff in efforts designed to accomplish specific program goals.
- Participate in professional development opportunities to maintain requisite state and national credentials in the field of sign language interpreting.
- Accept additional responsibilities appropriate to skills, training or presenting at field specific meetings or conferences.
- In coordination with vendors and ODS, ensure captioning compliance of digital materials
- Collaboration with ODS for support in providing service is expected, such as backup because of illness, or other unforeseen occurrences.
- Other duties as assigned

B. Required Qualifications

List any certificates, licenses, academic degrees, or experience required to perform the duties of this position. Indicate if a combination of education and experience is acceptable.

- Bachelor's degree required.
- ASL fluency required.
- Experience in working with people with a variety of disabilities.
- Experience in working with highly confidential information.
- A thorough understanding of a variety of communication modes (ASL, PSE, ORAL, Protactile, and close vision interpretation) and the services and personnel needed for accommodating appropriately.
- A minimum of 6 - 10 years in the interpreting field, with at least one year of coordination or managerial experience and a minimum of 2 - 3 years of experience managing workplace accommodation requests under the Americans with Disabilities Act, employee leaves, and case management or equivalent experience in a related field.

C. Preferred Qualifications

Describe preferred education, experience, skills, licenses, certificates, and other qualifications for this position.

- A master's degree in a related subject area.

D. Knowledge Areas

List the major areas of knowledge that are required to perform the duties of this position.

- Understand the demands of deaf faculty members in regards to tenure and promotion, university committees, and specialized knowledge and vocabulary about institutional associations, i.e., CA-CREP, CRC, TK 20, CAEP, accreditation processes, chair responsibilities, faculty-student interactions and student dispositions.
- Understand that Western Oregon University is an institution dedicated to equity and inclusion and is committed to being a safe, inclusive and welcoming environment for all members of the university community. This is a campus that works to ensure that first-generation and underrepresented populations, including peoples with disabilities are ensured access.
- Understand how the Americans with Disabilities Act, Amendment Act of 2008 and Section 504 of the Rehabilitation Act affect college students and college employees.
- Demonstrate an advanced understanding of the theory and process of interpretation as a practice profession.
- Competent in basic office computing skills and how the Google management system and WOU Portal functions, i.e., calendar, email, docs, and Canvas.

- Apply discretion on matters of confidentiality.
- Demonstrate proficiency with a wide range of knowledge in a variety of subjects for undergraduate and graduate level courses with attention and preparation in specialized technology (content-specific, high register) and fields of Deaf faculty members.
- Work well with others and be a team player.

Budget Authority:

Indicate the level of the position's responsibility for the development, control, and monitoring of budget. Indicate the size of the budget. Check all that apply.

<input type="checkbox"/>	Develops, monitors*, and controls* <i>*Monitor means to review and approve expenses; control means to authorize budget transfer at the department level</i>	\$
<input type="checkbox"/>	Delegated authority to monitor budget	\$
<input type="checkbox"/>	Limited approval authority for purchase	\$
<input type="checkbox"/>	Purchase only with higher level approval	\$

Supervisory Authority:

If this position has the authority to act or effectively recommend action affecting employees in the following areas, check all that apply.

<input checked="" type="checkbox"/>	Hire	<input checked="" type="checkbox"/>	Assign Work
<input type="checkbox"/>	Transfer	<input checked="" type="checkbox"/>	Recommend salary adjustments
<input checked="" type="checkbox"/>	Discipline	<input checked="" type="checkbox"/>	Approve requests (i.e. leave)
<input checked="" type="checkbox"/>	Dismiss	<input type="checkbox"/>	Respond to complaints/grievances
<input type="checkbox"/>	Layoff	<input checked="" type="checkbox"/>	Conduct performance assessments
<input type="checkbox"/>	Promote	<input checked="" type="checkbox"/>	Give Direction

Positions Supervised:

Type	# of Employees	Total FTE
<input type="checkbox"/> Teaching faculty		
<input type="checkbox"/> Classified staff		
<input checked="" type="checkbox"/> Unclassified staff	3	2.5
<input type="checkbox"/> Student Employees (average per term)		
<input checked="" type="checkbox"/> Other (specify) Hourly Interpreters	10 - 25	

Decision Making Authority:

Describe the breadth and scope of decision-making authority and discretion the position has to formulate, implement, evaluate, approve and/or modify department and/or university policy, procedures, and/or programs. Describe the type of review and/or approval required by a higher level.

- Assess when the need arises for an interpreting assignment to be teamed and coordinate the scheduling of the team.
- Determine appropriate consumer communication match for a successful accommodation outcome. Constantly adjust as warranted throughout the assignment as needs are raised and circumstances change. Be responsive to dynamic situations.
- Following the RID Code of Professional Conduct, implement ethically appropriate decisions to situations that arise.

Additional Information:

List any additional information that would help describe the nature of the position.

Acknowledgement:

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date
Appointing Authority	Appointing Authority Signature / Date

HR USE ONLY:

Received by		Date		
Position Class # (Ex. UF101)	Employee Class	Job Location	Appointment Percent	
CUPA-HR# / Title	NOC Code	Category Code	SOC Code	

Actions Taken						
	NBAPBUD / NBAPOSN					
	NBAJOBS					
	PEAFACT					
	Electronically Filed					