

Position Status:

Position Title		Position Number
Deaf, DeafBlind and Hard of Hearing Accommodations Coordinator for Staff/Faculty		E99742
Appointment (9mos. / 12 mos. / Other)	Contract Period (from / to)	Department / Division
12	July 1, 2023 - June 30, 2024	Human Resources
Position Type	FLSA	
Unclassified		
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 is dedicated to Western Oregon University's commitment to student success by support of the core principles of teaching and learning; a healthy campus community and environment; academic freedom and diversity; and, fiscal health, accountability and continuous improvement. The office will provide the finest human resources services to support the recruitment, retention and development of faculty and staff by working with others in the campus community to always improve services and how the services are offered.</p>
<p>B. Describe the purpose of this position and how it functions within this program.</p> <p>The Deaf, DeafBlind and Hard of Hearing Accommodations Coordinator for Staff/Faculty provides or is responsible for the following functions as essential functions of this position:</p> <ul style="list-style-type: none"> * Manages and coordinates accommodation services for academic and employee relations job functions, professional development and other WOU related activities for staff, and faculty. * Works collaboratively with the Assistant Director, Deaf & Hard of Hearing Services in the Office of Disability Services to coordinate services for the Deaf, DeafBlind, Hard of Hearing access needs for employees. * Reviews requests and determines accommodations for faculty and staff who are Deaf, Hard of Hearing and/or DeafBlind. * Is the direct supervisor of the HR staff interpreters, hourly interpreters/transcribers by managing the hiring, discipline, creation of schedules, supervision and completion of timely staff evaluations. * Is responsible for researching and recommending the acquisition of assistance technology applicable to employees who are Deafblind, Deaf, and Hard of Hearing. * Serves as the primary contact for the WOU campus community for Deaf and Hard of Hearing related services and accommodation needs for faculty and staff. * Serves as the primary designee and expert responsible for staff training and professional development including but not limited to: assistive technology and other forms of accommodations used by people who are Deaf/Hard of Hearing/DeafBlind (Deaf/HoH/DB). <p>Services include but are not limited to American Sign Language/English interpreters, FM systems, post-production captioning services, TypeWell transcribers and other real-time transcription services.</p>

* Is an essential staff member of the Human Resources team and contributes to a variety of office duties to support the daily operations of the office.

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
60%	<p><u>Coordination and Administrative Responsibilities</u></p> <ul style="list-style-type: none"> * Coordinate the scheduling of interpreting/transcribing/real-time captioning services for faculty and staff. * Works collaboratively with the Assistant Director, Deaf & Hard of Hearing Services to schedule interpreters/transcribers/captioners for employees. * Coordinates and schedules training and professional development opportunities (trainings/workshops) for professional service providers (i.e. ASL/English interpreters and TypeWell transcribers) on an annual basis * Maintains case management records of services provided to faculty and staff who are Deaf, DeafBlind and/or Hard of Hearing * Determine accommodations for Deaf, Hard of Hearing and DeafBlind faculty and staff based on review of documentation provided to Human Resources. Provide orientation and outreach to faculty and staff related to approved services and accommodations. * Attends and actively participates in Human Resources staff meetings * Schedules, manages and leads staff interpreter meetings and occasional one-on-one meetings * Active member in WOU committees and contributes to the service of the university * Collaborate and build rapport with the colleges, divisions and departments on campus * Supervise one to two student workers who work directly with post-production captioning services in HR <ul style="list-style-type: none"> * Maintain “on call” status to make last minute changes in interpreter/transcribers’ schedules as needed due to illness or other emergencies
30%	<p><u>Supervision and Budget Responsibilities, Deaf and Hard of Hearing Services</u></p> <ul style="list-style-type: none"> * Produce weekly schedules of HR interpreters and assignments, including miscellaneous requests, and extra-curricular events. Schedule CART services, as needed. * Act as the primary contact person for faculty and staff and hourly interpreters/transcribers, Deaf, Hard of Hearing and DeafBlind faculty and staff. * Supervise HR Staff Interpreters * Provide annual evaluation of HR staff interpreters * Manages and oversees the budget and expenses specific to Deaf and Hard of Hearing Services within Human Resources * Assess the effectiveness and skill sets necessary for incoming hourly and staff interpreter/transcriber employment opportunities by conducting interviews and skill assessments * Is the primary contact for feedback and concerns regarding service providers including but not limited to Deaf, Hard of Hearing, DeafBlind consumers, interpreters, transcribers, and faculty/staff. This role

	<p>will exhaust all options to resolve conflicts, concerns and feedback and will work to consult with the director as needed</p> <ul style="list-style-type: none"> * Work with the Data Specialist to track expenses for accommodation provisions and related expenses and invoices to (via timesheets or JV) the appropriate departments related to interpreting, transcription and post-production captioning services for staff, and faculty requests. * Makes decisions in consultation with the Executive Director of Human Resources regarding the budget application and management for Deaf, Hard of Hearing and DeafBlind related accommodations. * Manages and oversees third party vendor contracts ensuring alignment with the full details in established in each specific contract including timely reporting, tracking of usage within the contract, etc
10%	<p><u>Interpreter Duties/Responsibilities</u></p> <ul style="list-style-type: none"> * Assigned to classroom and miscellaneous interpreting (or transcribing), if qualified, as needed * Adhere to the Registry of Interpreters (RID) Code of Professional Conduct and implement ethically appropriate decisions to situations that arise * Maintain interpreting skills as appropriate to the interpreting profession
B. Required Qualifications	
<p><i>List any certificates, licenses, academic degrees, or experience <u>required</u> to perform the duties of this position. Indicate if a combination of education and experience is acceptable.</i></p> <p>The Deaf, DeafBlind and Hard of Hearing Accommodations Coordinator for Staff/Faculty must have a Bachelor's degree and meet the following criteria:</p> <ul style="list-style-type: none"> ● Successfully completed a two-year interpreter training program, ● Hold RID or NAD interpreting certification and, ● Have five years successful interpreting experience at the post-secondary level, 	
C. Preferred Qualifications	
<p><i>Describe preferred education, experience, skills, licenses, certificates, and other qualifications for this position.</i></p> <ul style="list-style-type: none"> ● Master's degree ● Experience with supervising professional service providers, ● Experience with budget management and oversight ● Have an understanding of assistive technology used by Deaf, Hard of Hearing and DeafBlind individuals, ● Have experience of leadership or mentoring in the interpreting field 	

D. Knowledge Areas

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

The Deaf, DeafBlind and Hard of Hearing Accommodations Coordinator for Staff/Faculty is required to have:

- Knowledge or experience of post secondary education environments
- Conflict resolution skills
- Ability to attend to detail and manage multiple tasks in a fast-paced environment

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.

	Develops, monitors*, and controls* <i>*Monitor means to review and approve expenses; control means to authorize budget transfer at the department level</i>	\$
	Delegated authority to monitor budget	\$
x	Limited approval authority for purchase	\$ 5,000
	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.

x	Hire	x	Assign Work
	Transfer		Recommend salary adjustments
x	Discipline	x	Approve requests (i.e. leave)
x	Dismiss	x	Respond to complaints/grievances
	Layoff	x	Conduct performance assessments
	Promote	x	Give Direction

Positions Supervised:

Type	# of Employees	Total FTE
Teaching faculty		
Classified staff		
x Unclassified staff	3	3.0
x Student Employees (average per term)	varies	varies
x Other (specify) Hourly interpreters and transcribers	varies	Varies

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.

The Deaf, DeafBlind and Hard of Hearing Accommodations Coordinator for Staff/Faculty must demonstrate ability to:

- Make hiring, discipline, firing decision concerning both hourly and staff interpreters/transcribers
- Determine appropriate fit and qualification level of the interpreter/transcriber for each assignment
- Must be able to evaluate interpreters and transcribers performance
- Must be able to provide constructive feedback to interpreters/transcribers

Additional Information:

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

The Deaf, DeafBlind and Hard of Hearing Accommodations Coordinator for Staff/Faculty needs to have the ability to work with a variety of consumers, students, WOU employees and community members. The Deaf, DeafBlind and Hard of Hearing Accommodations Coordinator for Staff/ Faculty needs to have a broad base knowledge on a variety of disabilities and impact of such disabilities. This individual in this position needs to be flexible and easy going in nature. This person must have the ability to work with a variety of styles and personalities and seek to improve the dynamics and processes of the Human Resources, as well as in collaboration with the ODS team. This person must have patience, humility and a desire to learn and grow. The Deaf, DeafBlind and Hard of Hearing Accommodations Coordinator for Staff/Faculty primarily works a 40-hour work week (Monday - Friday from 8:00am - 5:00pm PST, although they will be expected to occasionally work on weekends and evenings. The Deaf, DeafBlind and Hard of Hearing Accommodations Coordinator for Staff/Faculty must have a demonstrable commitment to Diversity, Social Justice, Equity, Inclusion and Accessibility with demonstrated ongoing personal and professional development.

Acknowledgement:

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Desiree Noah	<i>Desiree Noah</i> 11/30/23
Reviewer (VP / Director)	Reviewer Signature / Date
Desiree Noah	<i>Desiree Noah</i> 11/30/23
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