The mission of the Helen Keller National Center for Deaf-Blind Youths and Adults is to enable each person who is DeafBlind to live and work in his or her community of choice. Authorized by an Act of Congress in 1967, HKNC is the only organization of its kind—providing training and resources exclusively to people age 16 and over who have combined vision and hearing loss. Students travel from across the country to our headquarters in Sands Point, New York, for on-campus training in assistive technology, vocational services, orientation and mobility, communication and independent living, and our regional offices bring HKNC resources to communities throughout the United States. Employment at HKNC is a "one-of-a-kind" experience and at HKNC, we seek employees who have a strong work ethic, strive for excellence, enjoy a challenge, and are highly motivated and creative.

We currently have an exciting career opportunity available to join the HKNC team as an Apprenticeship Specialist.  The Apprenticeship Specialist is responsible for the execution of HKS’s Mission, goals and objectives by collaborating with apprenticeship programs to expand the opportunities for employment of deafblind consumers across the country.

The Apprenticeship Specialist will address the gaps in knowledge and experience among providers of apprenticeship programs to enroll qualified candidates who are deafblind.  The Apprenticeship Specialist will partner with programs in community colleges, federally funded agencies, and corporations that provide apprenticeship opportunities to provide information, resources, training and opportunities to consumers.

In addition, the Apprenticeship Specialist will work in coordination with HKNC vocational services, deafblind specialists, and the National Employment and Business Relations Specialist (NEBRS) to seek out qualified candidates for apprenticeship positions and national businesses providing these opportunities.

The Apprenticeship Specialist will work collaboratively with Workforce Development Boards, which are business-led boards, serving a county or multi-county areas in order to gain knowledge of the needs of the local job market, provide resources, and gain insight into direct workforce investment programs in their area to identify apprenticeship opportunities.

The Apprenticeship Specialist will partner with Department of Labor to connect prospective employers with potential candidates for apprenticeships.

The Apprenticeship Specialist will increase the number of vocational outcomes and establish a network of apprenticeship programs that are available to qualified deafblind consumers.

The Apprenticeship Specialist will work collaboratively with IRPD and HKS marketing specialists to offer training opportunities to companies and apprenticeship programs in best practices when accepting candidates who are deafblind and to market the support services of HKNC as well as success stories of consumers who successfully complete apprenticeships.

 In order to work effectively with agencies, community colleges, and major companies, travel is required.

**HKNC’s apprenticeship services may include the following services:**

* Education for the providers of apprenticeships
* Self-advocacy and job seeking skills
* Technology supports including assistance with transferring acquired technical skills and adaptive equipment to be used during the apprenticeship
* Educational supports including remediation for classroom study
* Resource development and making connections with community supports and services
* Apprenticeship search
* Apprenticeship/Work site assessment

The apprenticeship specialist is an integral member of the transdisciplinary team, assisting the consumer with developing and executing their individualized plan of action for employment (IPE).

Has financial, compliance and risk management accountability for programs and departments within the defined span of control.

 Must demonstrate a sincere commitment to HKS’s Mission and Values and conduct him/herself at a high professional level at all times and project a positive image of HKS internally and externally.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Responsible for the development and execution of function/program within his/her span of control in accordance with HKS’ Mission and Strategic Objectives. Specifically responsible for:

* Provide education to apprenticeship providers so they may gain a better understanding of how to work with individuals who are deafblind, the implication of ADA, rehabilitation services, job accommodations, incentives to employers and current disability legislation.
* Work collaboratively with HKNC Vocational Services to establish training curriculum in business sectors that match employer needs and requirements for apprenticeships.
* Connect to apprenticeship opportunities through local, regional and national networks
* Cultivate a network of national model apprenticeship programs who have provided opportunities to successful candidates who are deafblind.
* Assess apprenticeship opportunity to ensure it is a match with consumer’s knowledge, skills, preferences and aspirations.
* Assist the consumer with gaining information regarding qualifications, expectations and benefits of becoming an apprentice.
* Review and assist with applications.
* Assist with interview preparation.
* Offer tools and mentoring opportunities to consumers to foster confidence and self-determination with each step in the process with obtaining an apprenticeship that matches their preferences, strengths, abilities, aspirations and experiences.
* Assist if necessary, with remedial academic coaching when the apprenticeship requires classroom work.
* Assist with securing transportation and/or orientation and mobility services, or other identified resources for successful outcomes and potential employment.
* Provide on-site job analysis, consultation, and recommendations for work site and job modification.
* Assist with transferring acquired technical skills and adaptive equipment to be used on the job and in classroom as needed.
* Partner with both HKNC and home teams to ensure successful employment outcome.
* Regularly communicate with both HKNC team and home teams about consumer status during the apprenticeship and expectation of employment.

Responsible for other duties as may be assigned or requested by the Director of Direct Services and/or Director of Field Services.

**EDUCATION and/or EXPERIENCE**

Bachelor’s degree in Vocational Rehabilitation, rehabilitation teaching, and/or related field.

Have background in Assistive Technology for the deafblind.

Have knowledge of employment and disability laws.

Have understanding of Workforce Innovation and Opportunity Act (WIOA)

Strong writing and organizational skills. Strong proficiency in MS Office programs (Word, Outlook, Access, Publisher and Excel).

 Knowledge of deafblind culture and knowledge of deafblind community’s priorities, trends, etiologies and cultural diversity preferred. Ability to change. Must have excellent leadership ability and experience. Can think outside the box, provide new opportunities, and enhance change to lead and excel as premiere resource on employment for deaf-blind. Can think critically and work creatively and productively to reach goals. Reliable and participatory member of team, solve problems and supports others to maximize their efforts.

Preference given to an individual with one to three years or more of full-time vocational rehabilitation work experience with individuals who are deafblind

Apply online at: [HKNC Careers](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=37ef8f32-050b-4081-ae63-396ee427e716&ccId=19000101_000001&lang=en_US)

Or Send Resume and Cover Letter to: [hkncrecruitment@hknc.org](mailto:hkncrecruitment@hknc.org)