

## **POSITION SUMMARY: SCREENING ASSOCIATE**

Needed: One full time

Projected start date: September 15, 2010

Deadline: August 31, 2010

The Screening Associate shall connect with the target population (children ages 2-5 years of age) and provide comprehensive screenings, including developmental, hearing and vision screenings to those children. It shall document, record and report screening results.

### **POSITION QUALIFICATIONS:**

1. Degree in education or special education or related field preferred (work and personal experience in screenings, assessments and other data collection and analysis, and work with small children, families, or work in the target area may be substituted).
2. Time management and organizational skills, ability to plan, implement and complete tasks and assignments by deadlines.
3. Excellent oral and written communication skills.
4. Familiarity with social, cultural, geographic and economic characteristics of the target areas.
5. Experience working with families and parents of children with special needs, knowledge of special education law, hearing, vision and developmental screenings and assessments.
6. Experience conducting presentations or public events.
7. Experience and/or ability to network with public and private organizations throughout the State including parent, disability, and advocacy groups and other training programs.
9. Strong computer skills necessary (Microsoft Office 2007 applications).

### **SALARY AND BENEFITS**

1. Salary range: TBD
2. Paid medical insurance for employee. Dependent coverage is available at employee's expense.
3. Parking and mileage for business travel.
4. Paid holidays, sick leave and vacation according to Personnel Policies.

### **TO APPLY**

If you are interested in this position please complete the following steps:

1. Complete an LDAH Job Application. [Download Application](#)
2. Provide a Current Resume
3. Provide a Cover Letter
- 4a. Email cover letter, **complete** job application and resume in PDF format to [mchavis@LDAHawaii.org](mailto:mchavis@LDAHawaii.org) OR
- 4b. Mail cover letter, **complete** job application and resume to LDAH.

Address to:

Learning Disabilities Association of Hawaii  
245 N. Kukui Street, Suite 205  
Honolulu, HI 96817

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Attention: Project Coordinator

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