



KENTUCKY COMMISSION ON THE DEAF AND HARD OF HEARING

STEVEN L. BESHEAR
GOVERNOR

JOSEPH U. MEYER
SECRETARY, EDUCATION AND WORKFORCE DEVELOPMENT CABINET

VIRGINIA L. MOORE
EXECUTIVE DIRECTOR

JOB OPENING

The Kentucky Commission on the Deaf and Hard of Hearing is seeking applicants for Information Coordinator for the Deaf and Hard of Hearing. The position is located in Frankfort, Kentucky.

Minimum Qualifications:

- Bachelor Degree
- Two years of administrative experience providing services to the deaf and hard of hearing
- Good organizational skills with the ability to multitask

Preferred Requirements:

- Ability to communicate efficiently using American Sign Language

Duties include collecting and reviewing information pertaining to deafness and coordinating dissemination of information. Identifying services available to consumers and develop a system to maintain current information useful to state agencies, parents, and consumers on a statewide basis. Maintain database information keeping it accurate and current as well as tracking requests handled. Maintain information on the web as it pertains to the directory. Biannually publish a statewide directory of services to the deaf and hard of hearing for consumers and their families. Maintain agency library to provide deaf related materials to constituents. Oversee data entry and duties pertaining to the KCDHH Library. Represents the agency on boards, committees, and attends meeting directed by the Executive Director; other duties as assigned.

Please direct any questions to Rachel Morgan at 632 Versailles Road, Frankfort, KY 40601, 502-573-2604 V/T, Rachel.Morgan@ky.gov.

The link to apply is at:

https://sjobs.brassring.com/1033/ASP/TG/cim_home.asp?partnerid=20101&siteid=5031

Deadline for Application: Open until filled

The Kentucky Commission on the Deaf and Hard of Hearing does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment.

