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ANNOUNCEMENT

July 13, 2018

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING LIMITED TERM APPOINTMENT, PART-TIME POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

Announcement No. 081-18

Position Title
CEDDERS HEARING SCREENING PARAPROFESSIONAL

Hourly Rate:

UGPP/I 01 \$13.75 Per Hour – UGPP/I 09 \$18.29 Per Hour

Opening Date:

July 13, 2018

Closing Date:

July 30, 2018

Location:

University of Guam Center for Excellence in Developmental Disabilities Education, Research, and Service
(Guam CEDDERS)

MINIMUM QUALIFICATIONS:

- High School Diploma or GED or equivalent certification; and
- One (1) year of work experience in health care or an educational setting supporting the care of young children; and
- Minimum knowledge, abilities and skills related to standard business and office practices and procedures; and
- Minimum knowledge of the Health Insurance Portability and Accountability Act (HIPAA) requirements.

PREFERRED QUALIFICATIONS:

- Associate Degree in Human Services related field; and
- Experience in working with individuals with disabilities; or
- Experience in conducting hearing screening of young children.

NECESSARY SPECIAL QUALIFICATION:

- Possession of a valid Guam driver's license.

QUALIFICATIONS REQUIRED:

Pursuant to Public Law 26-87 as amended by Public Law 29-113, all future employees of any position within the Government of Guam will be required at minimum to possess one of the following:

1. A high school diploma; or
2. Successful completion of General Education Development (GED) Test; or
3. The equivalent of a general education high school program; or
4. Successful completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field for the job.

KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of the use of hearing screening devices. Knowledge of standard business English, spelling, punctuation and grammar. Knowledge in the use of a personal computer, photocopier, fax machine, and specialized equipment including TTY machine and computers that produce large print documents. Ability to learn, interpret and apply the program's objectives and guidelines. Ability to operate computers to input and verify data. Ability to learn and utilize available community and governmental service resources. Ability to learn and operate standard office machines and equipment. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports. Ability to work with diverse social, economic, and culturally diverse individuals; and a genuine interest in working with individuals with disabilities and their families. Skilled in the safe operation of a motor vehicle.

DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the Director, Guam Center for Excellence in Developmental Disabilities Education, Research, and Service (Guam CEDDERS), the CEDDERS Hearing Screening Paraprofessional conducts hearing screenings at Department of Public Health and Social Services (DPHSS) clinics, outreach activities, and approved scheduled walk-in visits for Loss to Follow-Up (LFU) infants. Obtains hearing screening forms from birthing sites. Delivers referrals to GEIS and follow-up. Enters medical home information for all newborns in the Childlink-EHDI (Early Hearing Detection and Information) database and faxes forms to medical homes. Contacts parents of infants with missing information in Guam Childlink-EHDI (no medical home, physical or mailing address, phone number, etc.) and obtains updated/accurate information. Contacts parents of infants LFU at initial screen, outpatient rescreen, and high-risk rescreen to schedule them for screenings. Develops and maintains positive rapport with families with children of hearing loss to ensure quality of support services to children with hearing loss and their families. Works, collaborates, and maintains effective and consistent communication with families, other agencies, and other staff in support of EHDI/CEDDERS activities. Tracks all LFU strategies used and inputs all data into Guam Childlink-EHDI. Verifies and uploads all parent consent forms of infants

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referred to GEIS into Guam Childlink-EHDI. Verifies and inputs outpatient rescreen and high-risk rescreen data into Guam Childlink-EHDI. Updates interactive lists for outpatient rescreen, high-risk rescreens, and DAE to ensure all infants who are pending action have received follow-up. Prints out high-risk interactive list monthly and ensures that referral to GEIS for all infants are on listing for follow-up. Cross-checks PDN obituary and death announcements for infants and updates data in Guam Childlink-EHDI so that families of those infants are not contacted for follow-up. Files all hearing screening forms in designated secured location. Carries out duties in compliance with HIPAA requirements. Provides administrative and clerical support as needed. Attends meetings and training activities as required. Assists during preparation for conferences, workshops, training sessions, and technical assistance activities as well as during the actual event. Completes other duties as assigned. The work environment, including the general work atmosphere and setting for this position is within the UOG CEDDERS offices/buildings. On occasion, when required by projects, the work setting may change to off-site locations, i.e., a government agency or other facility; a residence; and may include events held on evenings and weekends.

EDUCATION:

Applicants claiming degrees or credit hours are required to have an original or copy of the documents (e.g., transcripts, high school diploma or GED certification) accompany the application.

WORK ELIGIBILITY:

Submission of completed job applications authorizes the University of Guam to seek and obtain information regarding the applicant's suitability for employment. All factors which are job-related may be investigated (i.e., previous employment, educational credentials, and criminal records). All information obtained may be used to determine the applicant's eligibility for employment in accordance with equal employment opportunity guidelines. In addition, the applicant releases previous employers and job-related sources from legal liability for the information provided.

Section 25103, Chapter 25, Title 10 of the Guam Code Annotated requires college or university employees to undergo a physical examination, to include a test for tuberculosis (skin or x-ray), prior to employment and at least annually thereafter. A report of such examination must be conducted by a licensed physician within a state or territory of the United States and must be submitted upon request.

Federal law requires presentation of eligibility to work in the United States within seventy-two (72) hours of the date reporting for employment. Specifically, 8 USC 1324A requires the employer to verify the identity and eligibility to work in the United States of all newly hired employees. The University of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position within the University of Guam, you will be required to present valid documents to comply with the law.

POLICE AND COURT CLEARANCE:

Pursuant to Public Law No. 28-24 and Executive Order 2005-34, applicants selected for a position are required to provide original police and court (Superior Court of Guam) clearances of no more than three (3) months old prior to commencement of employment. Off-island applicants must obtain clearances from their place of residence. Applicants are responsible for fees associated with obtaining the clearances.

HOW TO APPLY:

Applicants must submit a Government of Guam Application Form to the Human Resources Office, located at the Administration Building between 8:00 a.m. to 5:00 p.m., Monday through Thursday and 8:00 a.m. to 1:00p.m. on Friday, except holidays. Applications may be obtained from this office, or the HR website: <http://www.uog.edu/hro> (under forms). Requests for applications may be directed to the following address: Human Resources Office, University of Guam, UOG Station, Mangilao, Guam 96923. For further information, please contact the Human Resources Office at 735-2350.

UNIVERSITY INFORMATION:

Information on the University's campus security and fire safety may be accessed at <http://www.uog.edu/hro> (under Links).

THE UNIVERSITY OF GUAM IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER:

The University of Guam complies with Public Law 24-109 in reference to the provisions and requirements of the Americans with Disabilities Act. Assistance in EEO/ADA matters and inquiries concerning the application of Title IX and its implementing regulations may be referred to the University's Director, EEO and Title IX/ADA Coordinator, Mr. Joseph Blas Gumataotao, located at the EEO/ADA Office, Dorm II, Iya Hami Hall, Room 106, Telephone No. (671) 735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).



LARRY G. GAMBOA, SPHR, SHRM-SCP
Chief Human Resources Officer