



# MONTANA SCHOOL for the Deaf & Blind

*giving kids the building blocks to independence*

3911 CENTRAL AVENUE  
Great Falls, Montana 59405  
406.771.6000  
406.771.6164 FAX  
[www.msdb.mt.gov](http://www.msdb.mt.gov)

**DEPARTMENT:** Outreach

**JOB TITLE:** Family Advisor

**SUPERVISOR:** Outreach Consultant/ Outreach Director

**BENEFITS:** None

**STARTING SALARY:** \$15:00 hour

**START DATE:**

**LOCATION OF JOB:** Montana School for the Deaf and the Blind, Great Falls MT

**STATUS:** On-Call

**POSITION NUMBER:** 51398301

**BARGAINING UNIT:** None

**CLOSING DATE:** On Going recruitment

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**TYPICAL DUTIES:** The purpose of this job is to ensure that students who are deaf, hard of hearing, blind, visually impaired or deafblind and are birth to school-age continue to receive support on a more frequent and more targeted basis in their homes than an Outreach Consultant typically provide.

A Family Advisor's duties include but are not limited to:

- Assists the Outreach Consultant in caring out a specific plan to educate the family on the specific sensory needs of their child.
- Works with Outreach Consultant to understand the developed plan with goals, frequency and budget to meet the needs of the child for the current school year.
- Participates in activities within the home to educate family members on specific skills and knowledge to best support their child.
- Provides support to the child by providing direction and instruction in a variety of activities based on individual student needs/age and on the goals developed by the Outreach Consultant.
- Assists the Outreach Consultant in monitoring student progress. Alerts the Consultant to any concerns or special information about an individual child.
- Prepares and utilizes materials for home visit use as well as follow-up paperwork.
- Carry out individual programming for special needs children
- Keeps children safe by reporting concerns to the Consultant immediately after any concerning events.
- Other duties/tasks as assigned to meet the Family Advising Goals.

**QUALIFICATIONS:** High School Graduate or GED. Experience with students who are deaf, hard of hearing, blind, visually impaired or deafblind is preferred. Considerable knowledge of child development, classroom procedures, and play activities, first aid techniques and safety precautions preferred.

Must be able to communicate with staff and students. Signing skills are highly preferred if working with Deaf or Hard of Hearing Children. Must be able to get along with a variety of personalities, be pleasant and courteous. Must have a positive attitude and a serious amount of self discipline. Must be able to work effectively without supervision. Must be reliable and dependable at all times.

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**ACCOMMODATIONS:** The State of Montana and the Montana School for the Deaf and the Blind makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process. For the school to consider any such accommodations, the applicant must notify the school in writing of any needed accommodation by the application deadline.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a United States passport or a green card.

**ADDITIONAL REQUIREMENTS:** MSDB is a non-smoking environment extending to the entire campus: there are no authorized smoking areas and smoke breaks are not given. All successful candidates must submit to a background check, which includes a criminal record review, and must not possess any felony or DUI convictions. It is the policy of the Board that any finalist for hire shall submit to a finger-print based national criminal history background check conducted by the FBI prior to recommendation for hire. Additionally, an "Applicant Release Form" must be completed and signed as part of the application.

The work performed in a typical home setting involves mostly sedentary to light physical activity, typically requiring occasional exertion of up to 20 lbs. of force and walking or standing to a significant degree. The employee may need to climb stairs, bend, stoop, reach, and handle objects. The employee may occasionally lift and/or move up to 50 lbs.

The successful candidate must have the ability to learn basic sign language skills to communicate with deaf staff and students.

**APPLICATION AND SELECTION PROCESS:** Selection procedures to be used in evaluating applicant's qualifications include an evaluation of the Montana State Application form, structured interview, and reference checks. Incomplete or unsigned application forms may not be considered.

**INQUIRIES:** Montana School for the Deaf and the Blind  
3911 Central Ave  
Great Falls, MT 59405  
406-771-6000

**APPLICATION:** <https://statecareers.mt.gov>

**An Affirmative Action/Equal Opportunity Employer**

The Montana School for the Deaf and the Blind is an Affirmative Action/Equal Opportunity Employer (EOE). MSDB will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, disability, age, political or religious affiliation or ideas, culture, creed, ancestry, social origin or condition, genetic information, sexual orientation, gender identity or expression, military service or veteran status, marital status. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Employees and participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for persons with disabilities, should contact the Affirmative Action Officer, Montana School for the Deaf and the Blind, 3911 Central Avenue, Great Falls, Montana 59405. Phone (406) 771-6000.