

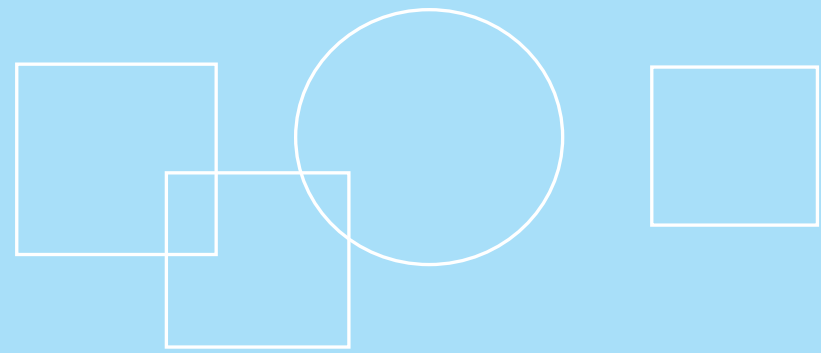


Rhode Island Commission on the Deaf and Hard of Hearing

EXECUTIVE DIRECTOR PROSPECTUS

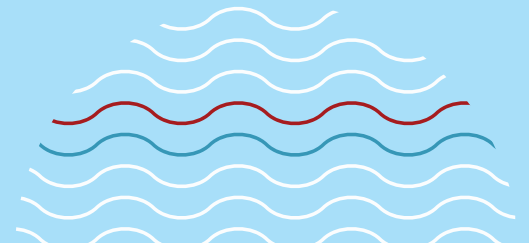


ABOUT THE COMMISSION



The Rhode Island Commission on the Deaf and Hard of Hearing (RICDHH) is an advocating, coordinating, and service-providing entity committed to promoting an environment in which the Deaf, DeafBlind, and Hard of Hearing constituents in Rhode Island are afforded equal opportunity in all aspects of their lives.

RICDHH develops policy; initiates and lobbies for favorable legislation; and fosters cooperations and awareness among state agencies and community organizations. RICDHH also educates and advises various consumers, state agencies, and employers across Rhode Island—also known as the Ocean State—about rights to equal access under the Americans with Disabilities Act (ADA).



RICDHH is the principal agency representing

213,671

Deaf, DeafBlind, and Hard of Hearing constituents in the State of Rhode Island.

WHO WE ARE



MISSION

We provide innovative leadership in public policy, advocacy, service delivery and accessibility throughout the Ocean State. RICDHH ensures opportunities for every Deaf, Deaf-Blind, and Hard of Hearing person to become an empowered and contributing Rhode Island citizen.

VISION

RICDHH aspires to be recognized as the central resources and advocate for the Deaf, Deaf-Blind, and Hard of Hearing citizens in Rhode Island.

In alignment with our mission and vision, RICDHH has adopted three guiding principles which determine our goals, service delivery system, and the communities we want to build:

COMMUNICATION | OPPORTUNITY | EQUALITY

LEGISLATIVE MANDATES



According to the Commission's enabling statute, Rhode Island General Laws 23-1.8, the agency is charged with the following nine legislative mandates:

- 1 Administer a sign language interpreter/Communication Access Realtime Translation (CART) referral service.
- 2 Promote awareness and provide information and referral.
- 3 Conduct an ongoing needs assessment.
- 4 Engage in advocacy to promote accessibility of services.
- 5 Initiate and lobby for legislation.
- 6 Provide networking among agencies and organizations.
- 7 Work to improve the quality of life addressing: education, employment, health care, parenting issues and technology.
- 8 Develop a Statewide Coordinating Council which will coordinate the implementation of statewide strategic plan for Deaf/Hard of Hearing children in Rhode Island.
- 9 Track the yearly services provided by exempted interpreters.

PROGRAMS AND SERVICES

SIGN LANGUAGE INTERPRETER AND CART REFERRAL SERVICES

Interpreting and referral services provides direct services throughout the state. Staff and freelance interpreters provide communication access to accommodate every language modality, including American Sign Language (ASL) interpreting, tactile and protactile interpreting, legal interpreting, and CART services.

EMERGENCY AND PUBLIC COMMUNICATION ACCESS PROGRAM (EPCAP)

EPCAP provides education and training, consulting, technical assistance, and needs assessment, to local and state municipalities, law enforcement agencies (Fire, Emergency Medical, Police), corporations, and nonprofit and for-profit organizations statewide. EPCAP has two parts:

- **Emergency Communication Access** ensures that all individuals who are Deaf and Hard of Hearing and who utilize ASL have a full access to broadcasted emergency information.
- **Public Communication Access** ensures that public sites, especially state-owned properties, have appropriate telecommunication or general communication equipment/devices that will be used by individuals who are Deaf and Hard of Hearing.



INFORMATION AND REFERRAL

Information and referral services provide direct support and guidance to individuals new to hearing loss or relocating to Rhode Island and wanting to know about services and resources available for Deaf and Hard of Hearing people.

LEGISLATION AND PUBLIC POLICY

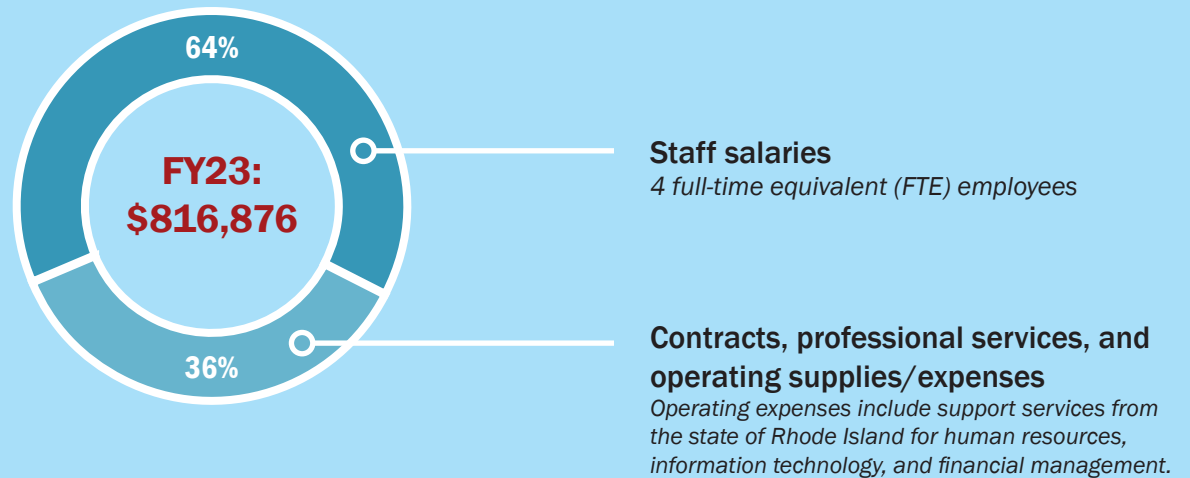
Through its public policy and lobbying efforts, the Commission collaborates with various groups to address public concerns impacting the quality of life for Deaf and Hard of Hearing individuals.



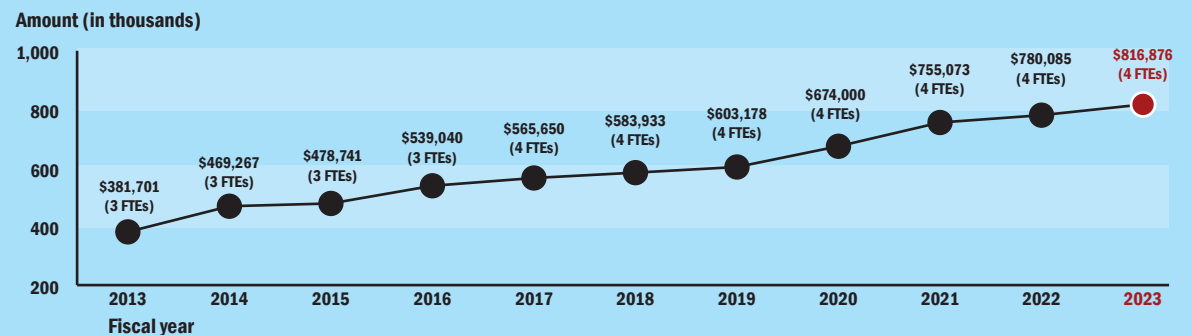
FISCAL YEAR BUDGET



The Commission's fiscal year 2023 commission budget:



Budget and FTE information for each of the last ten fiscal years is shown:



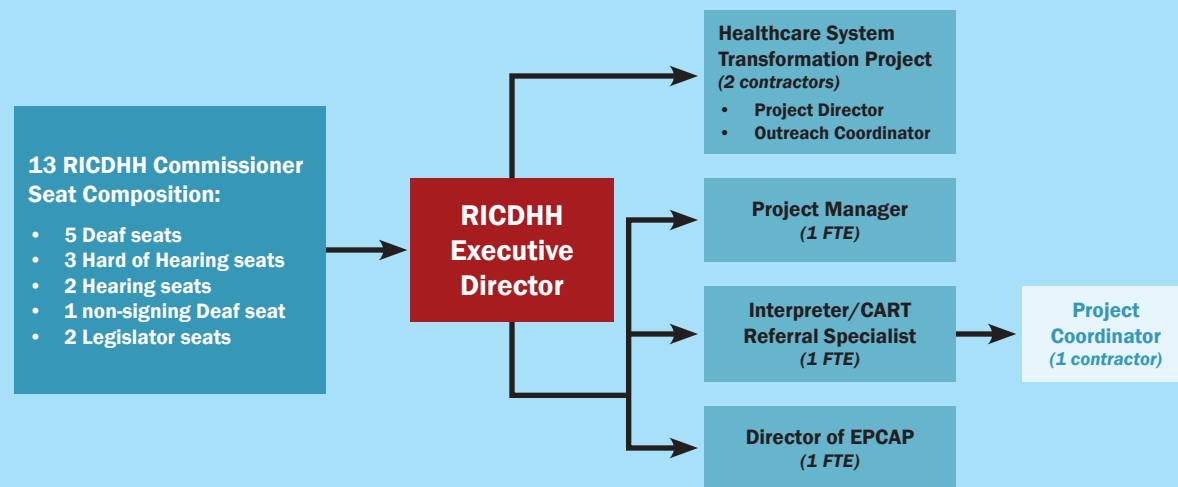
ORGANIZATIONAL PROFILE



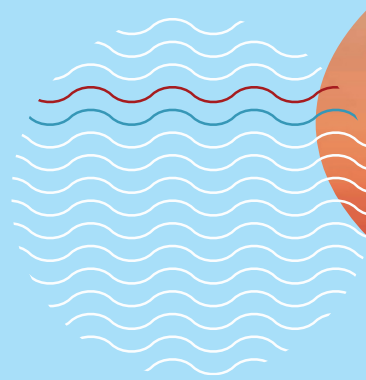
In 1977, the Commission on the Deaf and Hearing Impaired (CDHI) was created. In 1992, a General Assembly bill created an autonomous Commission, granting its board the powers to make key organizational decisions that includes the hire of its Executive Director and development of its strategic plan and annual budget.

The first RICDHH Executive Director was hired in 1999. In 2002, RICDHH selected its first Deaf Executive Director, the late Steve Florio (*pictured top right on the left, with then-Governor Donald Carcieri*). In 2019, RICDHH hired its first Black Deaf Executive Director, Earnest Covington (*pictured bottom left on the right*). The Commission is currently led by interim Executive Director Charlotte "Dee" Spinkston until March 2023, when the new Executive Director is expected to be hired.

ORGANIZATIONAL CHART



ABOUT RHODE ISLAND



Rhode Island, nicknamed the Ocean State, is loved for its many beaches, for the historic city of Newport, and for the up-and-coming capital city of Providence—all rich with history, culture, and interesting dining options. Visitors love the pristine nature of Block Island, easily reached by ferry from the fishing village of Point Judith.

The smallest state in the union, Rhode Island measures about 37 miles wide by 48 miles long. However, it's the second most densely populated state, with 1,070 people per square mile. The state exhibits most of the beloved charms of the New England region: quaint towns, idyllic rivers, and picturesque neighborhoods, inviting plenty of opportunities to plan outdoor getaways. Residents experience the beauty of the four seasons, enjoying the renewal of the lush green pastures that springtime brings, partaking in a favorite summer pastime basking on beaches, appreciating the gorgeous fall foliage, and participating in winter sports and festivals.

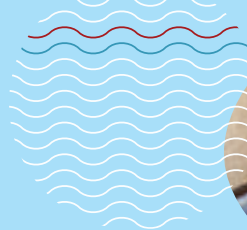
Photos courtesy of the Rhode Island Commerce Corporation.



TIGHT-KNIT COMMUNITY



RICDHH recently partnered with Rhode Island College through a **\$646,192** grant to provide a Public Health and Equity Sign Language Interpreting Certificate Program for Deaf and hearing interpreters. This partnership afforded them the opportunity to specialize in medical, behavioral, and mental healthcare interpreting.



Representing diverse groups, the Deaf and Hard of Hearing citizens in Rhode Island enjoy strong community ties and support from a network of organizations. These organizations fulfil a wide variety of community needs ranging from health/human services and domestic violence support to advocacy, interpreting services, and tangential services.

The Rhode Island School for the Deaf (RISD) is an important component of the educational and social hub of the community. In addition to supporting the academic success of Deaf and Hard of Hearing youth from kindergarten through 12th grade, the school is a frequent community gathering place for many events and activities.

Various higher education institutions, such as Brown University, the University of Rhode Island, and Rhode Island College, also provide services to the Deaf and hard of hearing community. Other key deaf-related events include—but not limited to—RICDHH's Annual Legislative Week, Shared Reading Program, and Deaf Senior Citizens events.





EXECUTIVE DIRECTOR LEADER PROFILE

The Rhode Island Commission on the Deaf and Hard of Hearing Executive Director leader profile was developed with input from focus groups and a survey representing the range of constituents from the Rhode Island Deaf, DeafBlind, Hard of Hearing, and signing communities. The search committee and RICDHH Board of Commissioners will use the leader profile and the job description during the interview process to evaluate the best person for the position.

LEADER PROFILE

RESPONSIVE TO DYNAMIC NEEDS AND INTERESTS

The demographics of the Rhode Island Deaf, DeafBlind, Hard of Hearing, and signing communities are changing and thus, so are their needs and interests. For this reason, the ideal Executive Director possesses the discernment necessary to recognize when policies and programs may need to be refined or adjusted, and they will be adept in changing these policies and programs to best meet the ongoing needs and interests of all members of the Deaf, DeafBlind, hard-of-hearing, and signing communities with minimal interruption and maximum benefit.

A particularly significant change on the horizon is an increased focus on building out services for the Rhode Island DeafBlind population, and the Executive Director will be prepared for this expansion, ready to leverage the resources of the Commission and its partners. On an organizational level, the Executive Director is dedicated to furthering diversity, equity, and inclusion (DEI), underscoring the benefits that DEI efforts bring to the Commission, the state, and to the RICDHH community as a whole.

A CLEAR AND TRANSPARENT COMMUNICATOR

RICDHH constituents seek a new Executive Director who communicates openly and honestly, thus enabling others to move forward with a clear sense of direction and purpose in attaining the Commission's mission. The ideal Executive Director is a visible, regular, and approachable presence that represents the Commission in a consistent manner both internally with the State and its legislators and externally to its community and stakeholders.

By articulating the Commission's objectives, mission, and vision in a manner that builds buy-in from diverse Rhode Island community members, legislators, and organizational partners, the Executive Director will encourage and cultivate healthy dialogue where everyone feels heard and valued. This includes fostering a culture of inquiry where the Commission, leaders, staff, and constituents are encouraged to ask questions that lead to a deeper understanding, and involvement, of the Commission's strategy, decisions, and work. Furthermore, the Executive Director possesses the expertise necessary to amplify and strengthen awareness of the mission and legislative mandates of the Commission.

INVESTED IN TEAM SUCCESS

The Executive Director enhances the development of the Commission by recognizing and championing the critical role that staff, volunteers, and other team members play in the Commission's success. The leader fosters an environment where people feel appreciated and valued, and provides a place where mutual trust and respect flourishes.

The managerial repertoire the Executive Director possesses is both broad and deep enough to be able to formatively evaluate and assess the various departments of the Commission and their objectives accurately and consistently. The Executive Director also mindfully utilizes their decision-making power judiciously, drawing on their leadership skills to garner and preserve the support of the RICDHH team.



LEADER PROFILE

A CULTIVATOR OF TRUST AND COLLABORATION

The Executive Director fosters and cultivates trust amongst the Rhode Island Deaf, DeafBlind, Hard of Hearing, and signing communities. The ideal candidate possesses exceptional dexterity in navigating, building, and maintaining relationships with and amongst all constituents and stakeholders. The new leader is aware of the significant influence they wield in bringing about desired progress and change for all invested communities. The Executive Director develops and maintains a sound working relationship with legislators and the Board of Commissioners.



The Executive Director possesses the leadership skills necessary to inspire and galvanize board members into sustained participation with a belief in their ability to effect positive and real change. In addition, the Executive Director is adept at reaching out to organization partners, capitalizing on the knowledge and experience that these partners bring to the table and ensuring that there is mutual support and progress in reaching markers of success for the communities they serve. The Executive Director seeks to build trust through transparency and community buy-in on decisions that have the most impact on the services that community members receive.

A CONFIDENT AND CAPABLE ADMINISTRATOR

The Executive Director demonstrates a high level of confidence and expertise in developing, administering, and obtaining resources to support the Commission's work and programming. In particular, the Executive Director possesses a strong command of fiscal and budgeting processes, dedicating focus and attention to them in order to ensure the financial health and growth of the agency. The Executive Director possesses a high degree of political acumen and is capable of building key relationships, making critical decisions that further the interests and objectives of the Commission, and ensuring that RICDHH and its diverse community are represented when decisions are made at the state level. The ideal Executive Director also effectively communicates the Commission's priorities to constituents and ties those priorities to where, how, and why the Commission's resources are allocated.

The Executive Director is ultimately responsible for key Commission programs (such as Interpreter and CART Referral Services); therefore, they will possess the skills and dexterity required to support and advocate for multiple constituents (e.g., interpreters, community members, and various organizational partners) possessing needs that will at times compete and at other times align. In instances where transformative change is necessary, the Executive Director will be adept in creating consensus and support for these changes. Finally, the Executive Director is expected to cultivate and promote innovative ideas that have the potential to ensure Deaf, DeafBlind, and Hard of Hearing community members obtain the highest quality accommodations, interpreting, and education.

QUALIFICATIONS



MINIMUM REQUIREMENTS

- BA/BS (Master's Degree preferred) from an accredited college or university in an appropriate discipline.
- Five years of progressive experience as an administrator of programs and/or services related to Deaf and Hard of Hearing individuals.
- Knowledge of Deaf Culture, the impact of hearing loss and various methods of communication used by Deaf and Hard of Hearing people.
- Knowledge of services and programs for the Deaf and Hard of Hearing people.
- Sensitivity and ability to work with a variety of people, especially Deaf and Hard of Hearing people.
- Fluent in American Sign Language.
- Written English and public presentation skills.

PREFERRED QUALIFICATIONS

- Ability to identify and solicit alternative sources of funding and grant writing experience.
- Ability to carryout major long and short-term strategic planning.
- Ability to work independently and collaboratively.
- Knowledge of state and national resources including organization to appropriately research, design, and implement a service delivery infrastructure.
- Strong computer skills and knowledge of computer applications including Internet communications.
- Knowledge of the ADA, Section 504, IDEA and other pertinent legislation and implementation at the federal, state and local levels.
- Knowledge of the deaf and Hard of Hearing legislation, regulations, policies and programs.
- Comprehensive understanding of issues facing both Deaf and Hard of Hearing people.
- Effective leadership and management experience and organizational and analytical skills.
- Demonstrated ability to build positive working relationships and facilitate effective work teams.
- Willingness to participate in community organizations.
- Ability to engage with the community related to systematic advocacy and policy making.
- Deaf, Hard of Hearing, Late Deafened, Deaf-Blind, or Deaf Plus preferred.



JOB DESCRIPTION

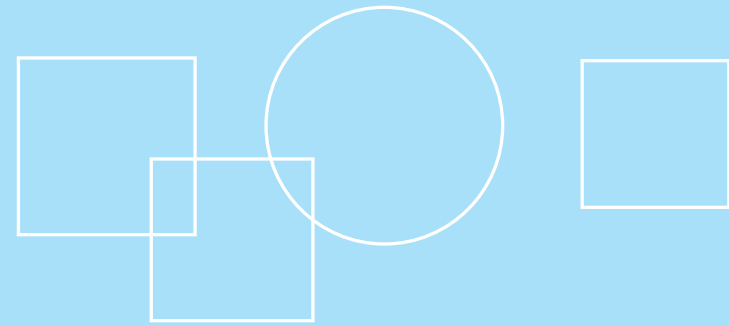
The Executive Director as RICDHH's chief executive officer is charged with providing effective leadership and has the authority to accomplish duties set forth in the following areas:

ADVOCACY

- Under Commission direction, review and testify on legislation of interest to and having the potential to impact Deaf, DeafBlind and Hard of Hearing constituents.
- Represent the interests of Deaf, DeafBlind, and Hard of Hearing people on state and other advisory boards.
- Work to affect change in policies and programs of public and private entities to reflect the needs and interests of the Deaf, DeafBlind, and Hard of Hearing constituents.

PROGRAM DEVELOPMENT

- Initiate the development, implementation and evaluation of its various programs.
- Conduct the quality assurance in existing programs and services to ensure satisfactory to Deaf, DeafBlind, and Hard of Hearing constituents with over-arching goal of increasing the level of efficiency and effectiveness of existing programs and services.
- Oversee in-house Statewide Interpreter Referral Service.



BOARD RELATIONS

- Participate in RICDHH meetings (except those relating to her/his performance or when otherwise deemed appropriate by the Commission) as a non-voting member and provide status reports on Commission activities.
- Report directly to the Commission.
- Provide the necessary liaison and staff support to committees and their chairs to enable them to properly perform their functions.

PUBLIC RELATIONS

- Represent the Commission and act as spokesperson on behalf of the Commission in fulfillment of its mandates.
- Promote public awareness through presentations, workshops, training, and information dissemination to the general public about the needs of the Deaf, DeafBlind, and Hard of Hearing.
- Plan, coordinate and conduct a public relations program to enhance awareness and acceptance of the Commission.
- Promote mutually beneficial relationships with state and local entities.



JOB DESCRIPTION

COMMUNITY RELATIONS

- Establish and maintain positive relationships with health associations, professions and industry, government agencies and officials, public and private organizations and vendors as necessary to promote the needs and interests of the Deaf, DeafBlind, and Hard of Hearing.
- Represent RICDHH in affiliation with federal, state, local, non-profit, multi-agency and other organizations to develop linkages, enlist participation and coordinate programs and services for the Deaf, DeafBlind, and Hard of Hearing.
- Provide consultation, advice and recommendations to state agencies and departments on programs and services benefiting, or having the potential to benefit, the Deaf, DeafBlind, and Hard of Hearing.
- Maintain consistent contact and seek feedback from community groups and organizations representing the Deaf, DeafBlind, and Hard of Hearing communities.

GENERAL ADMINISTRATION

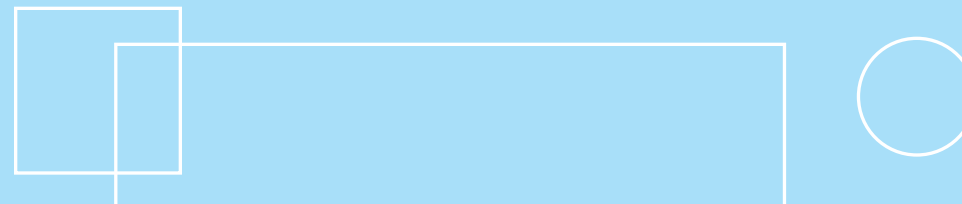
- Plan, develop, direct, coordinate, administer, review and evaluate the activities of the Commission with effective leadership.
- Work with members of the Commission to accomplish the goals and objectives of the Commission, under the direction of the Commission.
- Act on issues impacting Commission management and statewide operation.
- Perform other work as assigned by the Commission.

FINANCIAL MANAGEMENT

- Prepare, develop, review, control, and monitor the agency's budget.
- Prepare annual reports to the Governor and General Assembly on fiscal status, programs, and progress.
- Seek additional funding resources and prepare grant applications in accordance with the Commission's goals and objectives.
- Prepare and manage consultant and service contracts.

PERSONNEL MANAGEMENT

- Responsible for the recruitment, hiring, training, supervision and evaluation of staff. Assure proper orientation, motivation, training and professional development for staff.
- Perform supervisory functions so that efficient and orderly operations will be fostered and maintained.
- Ensure that performance reviews are completed for all staff.
- Provide control and direction for personnel function including compliance with personnel policies, approval of personnel actions and training.
- Exercise delegation of authority and conduct annual performance evaluations.
- Recommend disciplinary action, suspension, and/or termination of employees when required.



HOW TO APPLY



PLEASE SEND ALL QUESTIONS, NOMINATIONS, AND APPLICATIONS TO:

Shane Feldman, Chief Executive Officer
Kellynette Gomez, Consultant
Innivee Strategies, Inc.

apply@innivee.com

Interested candidates should submit a cover letter, resume, and three references to apply@innivee.com. All applications submitted by **12pm EST on Friday, January 27, 2023**, will receive full consideration.

EEO STATEMENT

As an equal opportunity employer, we strive to have a workforce that reflects the community we serve, and to overcome the effects of past discrimination. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

For more information about the Rhode Island Commission on the Deaf and Hard of Hearing, please visit **www.cdhh.ri.gov**.

