

The Holley Institute



Creating New Worlds for Children and Adults with Deafness, Hearing and Vision Loss

Job Description

Job Title:	Deaf Mentor
Location:	Various locations, including via Zoom and areas around Michigan
Duration:	Hourly, as needed, 10 months (September – June)
Pay Range:	\$18.95 per hour
Job Summary:	The Community Health and Literacy Program Mentor provides in-home educational services to families and individuals who are Deaf, Deaf-Blind, or Hard of Hearing. Mentors work under the supervision of the Community Health and Literacy Program Director. This is a 10-month position, with services delivered once per week for two hours per family. Work hours are assigned based on program needs and may vary week to week.
Key Responsibilities:	• Teaches ASL to family members using specialized research-and evidence-based curriculum and resources. • Able to respect the needs, values, and perspectives of families and to support families as they communicate and interact with their children. • Demonstrates to families and caretakers of Deaf, Deaf-Blind, and Hard-of-Hearing children how to read various children's books using ASL. • Host event(s). • Refer to additional services as needed/requested.
Qualifications:	• Native or near-native fluency in American Sign Language (ASL) and thorough knowledge of Deaf culture. • Experience working with children is highly preferred. • Strong communication and organizational skills.
Apply:	If interested, please send your resume to theholleyinstitute@gmail.com with the subject line Deaf Mentor.

Employment Application

Instructions for Applicants

Please complete all sections of this application. Incomplete applications may not be considered.
You may attach a résumé and cover letter if available.

Submit completed applications by:

- **Email:** theholleyinstitute@gmail.com
- **Mail or Deliver:**
Henry Ford St. John Hospital
The Holley Institute, Suite 223
22151 Moross Road
Detroit, MI 48236-2172

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____

Position Applied for: _____

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when? _____

Have you ever been convicted of a felony? YES ☐ NO ☐

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Certificate/
Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO
 ☐ ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO
 ☐ ☐

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Holley Family Village, Inc. is an equal opportunity employer. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, or any other protected status.