

Deaf and Hard of Hearing Service Center Job Announcement

Position: Coordinator of Client Services - Merced
Reports To: Operations Director, Jesse Lewis
Classification: Part-Time, Non-Exempt
Office Location: Merced, California

Job Description

Summary and Mission

This job contributes to the success of the Deaf and Hard of Hearing Service Center by assisting Deaf and Hard of Hearing clients in the area of improving access and equality to all goods, programs, and services in the local community.

Tasks, Duties, and Responsibilities

- Provide information and referral to the Deaf Community and the hearing public about deafness and related issues
- Educate the Deaf and Hard of Hearing Community about their rights and the resources available to meet their needs
- Provide presentations to local agencies and organizations, schools, hospitals, and others about deafness, DHHSC's services, technology and other related information
- Participate in networking, public relations, and community education activities with other social service agencies and individuals
- Work with other social service agencies and individuals to maximize resources and services for Deaf and Hard of Hearing individuals
- Provide independent living skill instruction, employment assistance, peer counseling, information and referral, advocacy, community education, and communication assistance
- Provide clients with assistance and or training on Assistive Listening Devices and other technological advances that foster independence
- Assist in grant research as well as seeking donations as assigned by the Operations Director
- Monitor office compliance with contracts and ensure that all reports are submitted in a timely manner
- Maintain bookstore inventory, purchases, sales, returns
- Assist with daily and monthly accounting transactions as well as fundraising reports and event planning and overseeing revenues and expenses related to the office
- Other duties that may be assigned by supervisors

Qualifications

Summary of Experience

- High School Diploma or AA Degree preferred
- Delivering training programs (1-2 years)
- Related field (2 years)
- Designing programs for client's needs (1-2 years)
- Fluent in American Sign Language

Required Knowledge, Skills, and Abilities

Basic skills in Microsoft Word, Excel, PowerPoint and Outlook
Good organizational and office skills
Ability to work individually and in groups
Ability to relate and communicate with deaf and hard of hearing clients from diverse backgrounds
Ability to project a positive image for the agency
Knowledge Deaf Culture
Strong writing, signing skills

Please send your resume and references to David Denton at davidd@dhhs.org or fax them to 559-225-0116

The application deadline is March 17, 2010.