

**Deaf and Hard of Hearing Service Center  
Job Announcement**

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<b>Position:</b>	<b>Employment Specialist</b>
<b>Classification:</b>	Full-Time, Non-Exempt
<b>Office Location:</b>	Fresno, CA
<b>Benefits:</b>	Health, Dental, Vision, and Life

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**DHHSC Description**

Deaf and Hard of Hearing Service Center, Inc. (DHHSC) is a private, non-profit social service agency that serves individuals who are deaf, hard of hearing, deaf-blind, and late deafened, their families, friends, and community service providers. Our Mission is to advocate, seek equality, and promote self-determination through empowerment for those who seek our assistance; and to enhance the awareness and understanding of Deaf Culture and the unique communication needs of the Deaf and Hard of Hearing individuals.

Summary and Mission

**Job Summary**

This job contributes to the success of the Deaf and Hard of Hearing Service Center by helping clients find and obtain jobs that suit their abilities and interests. This position will also work with potential employers to meet the needs of each future Deaf or Hard of Hearing employee.

Tasks, Duties, and Responsibilities

- Recruit potential clients in need of employment in low-income communities,
- Refer clients to the Department of Rehabilitation for eligibility and enrollment procedures
- Provide one on one and small group training sessions in the area of job seeking skills
- Assist clients with career exploration and determine appropriate types of work to match clients interests and capabilities
- Develop and negotiate on the job training for eligible DHHSC/Department of Rehabilitation clients that will lead to permanent unsubsidized employment
- Employment advocacy for the Deaf and Hard of Hearing
- Provide job retention assistance and follow up services for clients
- Provide employment services to Fresno, Visalia, and Merced offices

**Qualifications**

Summary of Experience

- Minimum education: High School Diploma
- Experience in employment services
- Fluent in American Sign Language

Required Knowledge, Skills, and Abilities

- Basic skills in Microsoft Word, Excel, and Outlook
- Ability to relate to and effectively communicate with deaf and hard of hearing people of all backgrounds, ages, and communication sign systems
- Ability to recruit and find jobs for Deaf and Hard of Hearing Individuals
- Ability to advocate and educate organization on the benefits of hiring deaf individuals
- Knowledge of the Deaf Community and Culture
- Knowledge of employment practices and how to prepare applicants
- Strong written and signing skills
- Must own reliable transportation, car insurance, and current California Driver's License

**Job Information**

- Full-time salary
- Full benefits
- Vacation, sick and Floating Holidays

**Please send your resume and references by September 15, 2010 to David Denton at [davidd@dhhsc.org](mailto:davidd@dhhsc.org) or fax them to 559-225-0116 ATTN: David Denton**

*The Deaf and Hard of Hearing Service Center is an Equal Employment Opportunity employer and does not discriminate based on race, color, gender, religion, or national origin as well as any other class that is protected by State and Federal Law*