

Deaf and Hard of Hearing Service Center

Job Description

Position:	Communication Specialist
Reports To:	Services Personnel Director
Classification:	Full-Time, Non Exempt
Location:	Fresno, California

Job Description

This job contributes to the success of Deaf and Hard of Hearing Service Center by completing tasks such as providing communication assistance and document translation. This job also provides advocacy for clients through communication.

The following is a list of major duties and responsibilities for this position. It is not all-inclusive, other duties and responsibilities may be added as needed and management may modify this job description when appropriate.

Communication: Tasks, Duties and Responsibilities:

- Provides communication assistance through sign language, voice interpreting, and other adaptive communication modes for the Deaf, Hard of Hearing, Late Deafened, and Deaf Blind clients and staff
- Facilitates communication between hearing parents of Deaf and Hard of Hearing children with Client Services Specialists during Reaching Out and Communicating with our Kids (ROCK) sessions
- May accompany Client Services Specialists to different family- or school-based meetings to assist with communication
- Accompanies clients to various appointments to facilitate communication as needed
- Provides document translation and telephone/videophone assistance to Deaf and Hard of Hearing clients
- Provides advocacy services
- Inputs client information and services into the database in a timely manner for California Department of Social Services quarterly reports
- Completes accurate and thorough case notes in timely manner
- Assists with reports as needed

Other Tasks:

- Participates in DHHSC's community and annual events, such as Valley Deaf Festival, Martha's Vineyard, Deaf Awareness Week, etc.
- Participates in monthly Staff Development Days
- Participates in weekly staff meetings
- Other duties as assigned by the Services Personnel Director or Executive Director

Minimum Qualifications:

- Fluency in American Sign Language (ASL) is required to work with Deaf and Hard of Hearing coworkers, clients, and members of the community.
- Associate degree or higher in Deaf Education, Interpreting, Social Services or related field
- Ability to work comfortably with different visual and auditory languages
- Ability to work professionally with a diverse constituency of clients
- Ability to work independently with minimal supervision.
- Ability to maintain sensitive information in a confidential manner.
- Ability to work in a professional environment

Physical Requirements:

The physical demands listed are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Modified "light duty" restrictions may be arranged as needed and when available for job-related injuries or illnesses.

While performing the duties of this job, the employee is regularly required to stand, walk, sit; use hands for operating computer and office equipment. The employee is occasionally required to reach with hands and arms, stoop and kneel.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific Vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. Must have visual acuity sufficient to read a computer screen and paper documents, as well as qualify to maintain a valid CA driver's license.

The Deaf and Hard of Hearing Service Center is an at-will employer. This means that employment can be terminated at-will by the company or employee and such termination can be made without notice