

## **Deaf and Hard of Hearing Service**

### **Center Job Announcement**

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**Position:** Full-Time Simultaneous Language Specialist

**Reports to:** Harvey Bradley, Services Personnel Director

**Classification:** Full-Time, Non-Exempt

**Location:** Fresno, California

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### **DHHSC Description**

Deaf and Hard of Hearing Service Center (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**

This job contributes to the success of the Deaf and Hard of Hearing Service Center by facilitating communication between Deaf and hearing staff and community members.

### **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
- Accompanies clients to various appointments to facilitate communication as needed
- Provides document translation and telephone/videophone assistance to Deaf and Hard of Hearing clients
- Regularly completes paperwork to document interpreting work that was performed
- Provides emergency interpreting services as needed for requesting parties
- Inputs client information and services into the database in a timely manner for California Department of Social Services quarterly reports

### **Qualifications**

#### **Summary of Experience**

- At least two years of interpreting experience
- Certification through RID, NAD, EIPA or other nationally recognized body preferred
- Completion of an Interpreter Training Program preferred
- Must be fluent in American Sign Language

#### **Required Knowledge, Skills, and Abilities**

- Knowledge of Deaf Culture
- Ability to interact with a diverse constituency
- Ability to interpret messages simultaneously or consecutively while maintaining message equivalency
- Ability to adhere to the Interpreter Code of Professional Conduct
- Ability to identify and resolve conflicts related to the meanings of words, concepts, practices, or behaviors
- Skilled in Microsoft Word, Excel, and Outlook

### **Representing DHHSC**

- Represents DHHSC at events such as working booths and networking

### **Other Responsibilities**

- Seeks training to improve services

- 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
- 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.
- Bachelor's Degree in Interpreting preferred
- Experience in working with Deaf and hearing communities (1-2 years)
- Ability to work comfortably with different visual and auditory languages
- Ability to work independently with minimal supervision.
- Ability to work in a professional environment
- Skilled in assessing clients' needs
- Knowledge of principles and processes for providing customer and personal services
- Knowledge of the Americans with Disabilities Act
- Knowledge of agencies that can further assist Deaf clients
- Ability to work cooperatively with a diverse constituency of clients and maintain confidentiality
- Ability to project a positive image of the job and the agency
- Must have a valid driver's license with a satisfactory driving record (no more than two moving violations within the last three years)
- Must have access to a motor vehicle and be willing to use on a regular basis according to the needs of the position

**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

**Please send your resume and completed application to Harvey Bradley at [HarveyB@dhhsc.org](mailto:HarveyB@dhhsc.org) or fax them to 559-225-0116**

**The application can be found at [www.dhhsc.org](http://www.dhhsc.org) Application deadline: Position will remain open until filled. DHHSC is an Equal Opportunity Employer.**