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### **Job Announcement**

**Position:** Communication Specialist  
**Contact:** Harvey Bradley, Services Personnel Director  
**Classification:** Non-exempt, Full-time or Part-time employee  
**Location:** San Joaquin Valley, California, depending on location of assignment  
**Salary Range:** \$19.00-\$23.00 an hour

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### **DHHSC Description**

Deaf and Hard of Hearing Service Center (DHHSC) is a private, non-profit social services agency that serves individuals who are Deaf, Hard of Hearing, DeafBlind, 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**

A Communication Specialist contributes to the success of Deaf and Hard of Hearing Service Center by facilitating communication between Deaf and hearing individuals, thereby providing communication access to all parties involved.

### **Task, Duties, and Responsibilities**

- Upon accepting an interpreting job request from our Interpreter Coordinator, the Communication Specialist provides on-site, off-site, phone, and videophone interpreting for Deaf, Hard of Hearing, and hearing individuals.
- Regularly completes paperwork to document interpreting work that was performed.
- Provides emergency interpreting services as needed for requesting parties.
- Submits invoices for interpreting services rendered, in compliance with contract.
- Must have consistent internet access to provide virtual interpreting services.
- Must complete annual required trainings required by interpreting contracts, such as Health Insurance Portability and Accountability Act, Fraud and Waste Abuse, Centene Business Ethics and Code of Conduct, and Special Needs and Cultural Competency.
- Must participate in monthly Staff Development Days.
- Represent DHHSC at events, booths, and networking opportunities.

### **Qualifications**

#### Summary of Experience

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

#### 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 Registry of Interpreters for the Deaf's (RID) Code of Professional Conduct
- Ability to identify and resolve conflicts related to the meanings of words, concepts, practices, or behaviors
- Serve as a cultural broker between Deaf and hearing individuals
- Business license
- Valid California Driver's License
- Reliable car and auto insurance

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

**The application can be found at <https://www.dhhs.org/careers/>.**

*DHHS is an Equal Opportunity Employer.*

*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.*