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### **Job Announcement**

**Position:** Employment Specialist/Interpreter  
**Contact:** Harvey Bradley, Services Personnel Director  
**Classification:** Non-exempt, Full-Time Employee  
**Location:** Fresno, CA  
**Salary Range:** \$21.26 - \$23.36 per hour

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### **DHHSC Description and Mission**

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**

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.

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.

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

- Training and Education: Provides one-on-one or small group training sessions in the area of job-seeking skills, including job search techniques
- Develops and negotiates on-the-job training for eligible DHHSC/EDD clients that will lead to permanent unsubsidized employment
- Demonstrates to employers the effectiveness and profitability of employing Deaf and Hard of Hearing individuals through face-to-face meetings
- Compiles progress reports for the Employment Development Department
- Provides interpreting for the Deaf EDD Employment Specialist as needed, and for any EDD staff at the AJCC location, such as for workshops or UI claims.

### **Career Development**

- Assists clients with career exploration and determines appropriate types of work to match clients' interests and capabilities
- Provides assistance with creating resumes, applying for jobs, developing a master list of jobs worked, cover letters, interview preparation and practice
- Assists with arranging interpreters for interviews
- Provides job retention assistance and follow up services for clients
- Maintains up-to-date client files
- Documents client statistical information for the Employment Development Department

## Recruitment

- Recruits potential clients in need of employment in low-income communities
- Establishes relationships with employers regarding progress of clients and works with the team to solve difficulties that may occur
- Provides employment services to clients in Fresno Headquarters, South Valley Outreach, Merced Outreach, and Central Coast Outreach, as needed

## Qualifications

### Summary of Experience

- Minimum of AA degree is required
- Bachelor's Degree in Social Services or related field preferred
- Fluent in American Sign Language
- At least two years of interpreting experience minimum. Experience in office administration preferred.
- Certification through RID, NAD, NIC, EIPA, or other nationally recognized body preferred.
- Completion of an Interpreter Training Program preferred.

### Language Required Knowledge, Skills, and Abilities

- Skilled in assessing clients' needs and providing options and solutions
- Skilled in establishing relationships
- Knowledge of the Americans with Disabilities Act
- Knowledge of employment processes
- Ability to provide training sessions that are effective for the community
- Ability to recruit individuals to participate in the Employment Development Department
- Ability to refer individuals to the Department of Rehabilitation
- Ability to work with employers and effectively show them the importance of hiring Deaf and Hard of Hearing individuals
- Must have a reliable transportation
- Knowledge of principles and processes for providing customer and professional services

### 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 a 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.

**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.*