



## **JOB DEVELOPMENT SPECIALIST JOB DESCRIPTION**

<b>Position:</b>	Job Development Specialist
<b>Department:</b>	Employment Services Department
<b>Accountability:</b>	Employment Services Director
<b>Job Status:</b>	Full Time
<b>Classification:</b>	Non-Exempt
<b>Salary:</b>	\$42,000 - \$45,000 (Annual)

### **GENERAL DESCRIPTION:**

The Job Development Specialist works to provide job seekers with employment opportunities by locating and developing relationships with employers and educating them about hiring deaf and hard of hearing job seekers.

### **ESSENTIAL JOB FUNCTIONS:**

- Develops and establishes relationships with employers all over the county of San Diego
- Maintains on-going relationships and seeks to expand contacts with business executives, employment personnel and other community agencies for the purpose of enhancing job development for Employment Services job seekers
- Locates opportunities for meaningful employment for the Deaf and Hard of Hearing Community
- Guides employers with evaluating and revising employer standards and practices to support deaf and hard of hearing employees
- Promotes employment for deaf and hard of hearing job seekers by doing continuous outreach with businesses, apprenticeship programs partner agencies and other nonprofit organizations
- Discusses tax incentives and other benefits of hiring deaf and hard of hearing job seekers with employers
- Meets regularly with DCS Employment Services staff to inform them of job opportunities and to discuss the suitability of job-ready clients for specific opportunities in many cases seeking employment opportunities that match job seekers skills and experience
- Informs businesses, labor and the public about DCS' employment services, using various media
- Assists job seekers and employers with identifying the need for reasonable accommodations, including auxiliary services that facilitate the hiring and retention of deaf and hard of hearing employees
- Promotes, develops and facilitates on-the-job training programs and assists employers with implementing them to ensure proper training of deaf and hard of hearing employees
- Creates and presents to hearing employees who work with deaf and hard of hearing employees to educate them about effective communication and about Deaf Culture
- Provides job coaching to Employment Services clients as needed

**NON-ESSENTIAL JOB FUNCTIONS:**

- General office work
- Complete other duties as assigned

**EMPLOYMENT STANDARDS:****Education/Experience:**

- Bachelor's degree in Human Services, Social Work, Counseling or related field, preferred. The equivalent of three years related work experience may be substituted
- One year career counseling/job placement/job development experience
- Three years of experience working with Deaf and hard-of-hearing populations, preferred

**Knowledge of:**

- American Deaf Culture, including deaf and hard-of-hearing people, required
- Labor related laws and regulations, including disability-related laws
- Occupational conditions in San Diego County
- Available community resources, programs, and employers
- Effective outreach strategies and recruitment efforts
- Record-keeping techniques and HIPAA regulations

**Ability to:**

- Communicates effectively with Deaf and Hard of Hearing people with a wide variety of communication styles
- Use customer service and sales knowledge to educate and partner with businesses to hire deaf and hard of hearing job seekers
- Maintains confidentiality
- Empowers Deaf, hard-of-hearing and late-deafened, people to manage their lives independently
- Presents oneself in a professional manner and communicates courteously in person, via email and on the telephone/videophone
- Proficient with computers and standard software programs such as Microsoft Office and Outlook
- Public speaking: ability to communicate with large groups of people, including developing and delivering presentations to both Deaf and hearing audiences
- Works well in a team-oriented, diverse environment

**Other Qualifications:**

- Possess reliable transportation and able to commute to multiple work sites throughout the county

**AT-WILL:** Employment with DCS is an "At-Will" relationship. DCS is an Equal Opportunity Employer.

**BENEFITS:**

DCS offers a comprehensive employee benefits package that includes medical, dental, vision

and life insurance. DCS also provides each employee the option to contribute to a 401 (k) retirement plan and flex medical savings plan.

**OTHER BENEFITS**

In addition to the benefits mentioned above, DCS offers:

Paid Personal Time

Paid Sick Leave

Paid Vacation Time

Paid Holiday

**APPLICATIONS DEADLINE:** Open Until Filled

**Submit resume and cover letter to:**

Human Resources

Deaf Community Services of San Diego, Inc.

1545 Hotel Circle South, Suite 300

San Diego, CA 92108

Fax: (619) 398-2444

Email: [hr@dcsofsd.org](mailto:hr@dcsofsd.org)

DCS is not accepting unsolicited assistance from search firms for this employment opportunity. Please, no phone calls or emails. All resumes submitted by search firms to any employee at DCS via-email, the Internet or in any form and/or method without a valid written search agreement in place for this position will be deemed the sole property of DCS. No fee will be paid in the event the candidate is hired by DCS as a result of the referral or through other means.