

JOB DESCRIPTION

JOB TITLE: Job Development Specialist
EMPLOYER: Deaf Community Services of San Diego
DEPARTMENT: Employment Services
ACCOUNTABILITY: Employment Services Director
JOB STATUS: Full Time
CLASSIFICATION: Hourly/Non-Exempt
ANNUAL SALARY: 45,000 - 50,000/year

SUMMARY: 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.

DUTIES AND RESPONSIBILITIES:

- 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

QUALIFICATIONS:

- 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

- 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

CORE COMPETENCIES

- **Visionary Leadership** - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.
- **Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Managing People**--Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self-available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products, and services; Continually works to improve supervisory skills.
- **Delegation**--Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.
- **Adaptability**--Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events

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

BENEFITS: DCS offers a comprehensive employee benefit package to full-time employees which includes medical, dental, vision, life insurance and long-term disability. Flexible Spending and Dependent Spending Accounts, as well as, other voluntary benefit coverages.

All employees have access to an Employee Assistance, Discount Program and 401K retirement options.

OTHER BENEFITS: Generous paid Personal, Sick and Vacation leave for full time employees. In addition, DCS observes twelve paid Holidays per year

APPLICATION DEADLINE: Open Until Filled

TO APPLY-submit the following:

1. Resume, typed; and
2. Cover Letter, video in ASL

Email: careers@dcsosfd.org

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1545 Hotel Circle South, Suite 300
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Fax: (619) 398-2444