



Employment Advisor/Interpreter

JOB TITLE: Deaf Employment Advisor/Interpreter

REPORTS TO: Executive Director

STATUS: Non-Exempt, Full Time

BASE PAY: \$52,000 Annually

SUMMARY

The Employment Advisor/Interpreter provides counseling to deaf and hard of hearing job seekers and empowers them to establish and reach employment goals. Also, provides interpreting services for job-search activities.

ESSENTIAL JOB FUNCTIONS:

- Perform initial client evaluation and conducts case management activities
- Coordinate job-related skills training
- Counsel job seekers on job search skills and job training opportunities
- Refer job seekers to additional resources to benefit their career goals
- Monitor progress of pre-employment training, on-the-job training and/or employment participation
- Develop and facilitate trainings for employers and job seekers on awareness and accessibility, accommodations in the workplace and relevant employment laws
- Maintain accurate client records and provide analytics for DCS/ESD reporting, as required
- Support clients during development of resumes, applications, cover letters and other professional documents
- Research and respond to labor market trends and uses this information to coach job seekers
- Arrange/schedule interviews and presentations
- Advocate for clients throughout the employment process, as needed
- Coordinate job-seeker activities to enhance employability (i.e. workshops, mock interviews, computer training)
- Provide interpreting services for job seekers enrolled in DCS/ESD services for employment-related activities (i.e. interviews, orientation, training, job fairs, etc.)

EMPLOYMENT STANDARDS:

- Bachelor's degree in Human Services, Social Work, Counseling or related field, preferred. The equivalent of three years related work experience may be substituted
- Qualified Sign Language interpreter, having completed an Interpreter Training Program through an accredited institution or have native fluency
- One year career counseling/job placement/job development experience
- Three years working with Deaf and hard-of-hearing populations, preferred
- Thorough familiarity with American Deaf Culture and an understanding of current issues related to Deaf and Hard of Hearing individuals
- Knowledge of Labor related laws and regulations, including disability-related laws• Understanding of Registry of Interpreters for the Deaf (RID) Code of Ethics
- Fluency in Spanish or Mexican Sign Language (LSM), a plus
- Reliable Transportation: regular work from job sites for interview and training purposes

COMPETENCIES:

- **Quantity**—Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- **Initiative**—Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- **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.
- **Diversity**—Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- **Ethics**—Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

To apply for the position, please email to careers@dcsofsd.org with your resume and cover letter. Thank you.