

## **JOB DESCRIPTION**

**JOB TITLE:** Employment Advisor/Interpreter  
**EMPLOYER:** Deaf Community Services of San Diego  
**DEPARTMENT:** Employment Services  
**REPORTS TO:** Employment Services Director  
**STATUS:** Full Time  
**ANNUAL SALARY:** \$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.

**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 thirteen 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](mailto:careers@dcsosfd.org)

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