



Employment Specialist – Deaf and Hard of Hearing

Non-Exempt

Purpose: To address agency mission of serving the deaf and hard of hearing by achieving program objectives in deaf communities. The Employment Specialist works under the supervision of the Area Manager or Employment Coordinator.

Essential Duties

- Provide employment services to deaf or hard of hearing individuals, including, but not limited to;
 - ◊ Design an appropriate Plan of Service;
 - ◊ Deliver meaningful and effective pre-employment services;
 - ◊ Facilitate job placement according to agency standards;
 - ◊ Provide effective on-site and off-site employment supports;
 - ◊ Conduct effective follow-up;
- Communicate with deaf and hard of hearing community groups and/or individuals to maximize interest in mission and services. In addition, communicate with businesses to generate employment opportunities;
- Serve as a liaison to AHEDD's customers;
- Maintain, compile documentation to support and justify intervention;
- Transport participants, on an as-needed-basis, to program-specific appointments;
- Utilize organizational resources to efficiently respond to program needs, including but not limited to computer and other office equipment;
- Perform other related duties as required and directed.

Qualifications & Required Behaviors

Preference will be given to candidate with knowledge of deaf and hard of hearing culture and four year degree in vocational rehabilitation, human resource, or related social services field. Candidate must demonstrate American Sign Language (ASL) skills of an intermediate level or higher. Candidate must also have insured vehicle and be legally eligible to drive to regular program assignments. Candidate must be able to respond to diverse physical demands of program assignments.

The position requires that the individual can perform the above duties in the following manner:

- Work independently, making independent judgment;
- Maintain knowledge of critical vocational rehabilitation and business information;
- Professional deportment in dress, speech, mannerisms;
- Effective communication in program mediums;
- Ethics, including honesty and practice confidentiality;
- Temperament to respond to customer relations;

- Ability to work with a flexible schedule and demonstrate time management

To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental and environmental conditions of the essential duties of the job. The following codes are used to explain the frequency of physical activity: "F" for frequently; "O" for occasionally; "N" for not at all. This job description is intended to describe the general nature and level of work to be performed and is not to be construed as an exhaustive list of responsibilities, duties and skills required.

Physical

On the job the employee must be able to carry/lift loads of:

- (O) Light (up to 25lbs.)
- (O) Moderate (25-50lbs.)
- (O) Heavy (over 50lbs.)

On the job the employee must:

- (O) Bend (F) Sit (O) Squat and Kneel (F) Stand
- (O) Crawl (F) Walk (O) Climb (O) Push/Pull
- (F) Handle objects (Manual Dexterity) (O) Reach above shoulder level
- (F) Use fine finger movements

Mental

On the job the employee must be able to:

- (F) Read/comprehend
- (F) Write
- (O) Perform calculations
- (F) Communicate orally
- (F) Reason and analyze

Environmental

- (O) Is exposed to excessive noise
- (O) Is around moving machinery
- (O) Is exposed to marked changes in temperature and/or humidity
- (O) Is exposed to dust, fumes, gases, radiation, microwave
- (O) Drives motorized equipment
- (O) Works in confined quarters

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