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# DEAF CENTERS OF NEVADA

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**Position:** Career Specialist (formerly Job Developer)  
**Reports To:** Director of Operations  
**Classification:** Full Time, Non-Exempt  
**Office Location:** Northern or Southern Nevada Center

## **Deaf Centers of Nevada agency Description**

Deaf Centers of Nevada, (DCN) is a private, non-profit social service agency that serves individuals who are d/Deaf, hard of hearing, deaf-blind, late-deafened and speech impaired; and their families, friends, and community service providers. Our Mission is to advocate, seek equality, and promote self-determination through empowerment for those who seek our assistance; and to enhance the awareness and understanding of Deaf Culture and the unique communication needs of the diverse individuals we serve throughout the state of Nevada.

## **Summary**

This job contributes to the success of the Deaf Centers of Nevada by serving the Deaf and Hard of Hearing clients in the areas of job placement and development. Employment services offered at DCN assist deaf and hard of hearing individuals with job information, job training, job placement, and accessibility for the deaf and hard of hearing individuals. The programs under employment services are: Job Readiness Training, Workplace Accessibility, Job Development, Placement and Follow-up.

## **Essential Duties and Responsibilities**

- Provides Job Development/Placement services and Outreach activities;
- Work in conjunction with traditional employment resources, develop employment opportunities, identify openings and opportunities for clients in need of employment assistance;
- Provide communication support for job interviews, job counseling to clients and employers, sensitivity awareness and training for existing and potential employers of deaf and hard of hearing clients;
- Create and conduct workshops on pertinent topics relating to employment and self-presentation;
- Provide direct communication support to deaf and hard of hearing employment placement coordinator at selected State Bureau of Vocational Rehabilitation offices in Southern and Northern Nevada and Rural Areas;
- Prepare weekly reports;
- This position requires understanding of the organization's strategic plan and working towards achieving its goals and objectives; and
- Perform such tasks and responsibilities as assigned.

## **Qualifications/ Requirements**

- Associate's in general studies with emphasis on business or social services required;
- Bachelor's in social services preferred;
- Experience in Case Management or a Related field;
- Experience in presenting information to large and small groups;
- Experience in working with deaf and hearing communities (3-5 years preferred)
- Fluent in American Sign Language and Knowledge of Deaf Culture;
- Knowledge of principles and processes for providing customer and personal services;
- Knowledge of the Americans with Disabilities Act (ADA);
- Knowledge of agencies that can further help deaf clients;
- Knowledge of Social Security Benefit programs;
- Ability to work cooperatively with a diverse constituency of clients and maintain confidentiality;
- Ability to project a positive image of the job and the agency;
- Applicant must be a self-starter;
- Must have reliable transportation and coverage; and
- Applicant must successfully complete a criminal background check for this position.