



# Deaf Community Resource Center, Inc.

732 S. Ludlow Street • Dayton, OH 45402

**Job Posting:** Deaf Services Specialist

**Position:** Part-Time or Full-Time

**Location:** Deaf Community Resource Center (DCRC) - Dayton & Springfield Offices

**Status:** Open Until Filled

**Effective Date:** Immediately

**Overview:** The Deaf Community Resource Center (DCRC) is seeking a compassionate and skilled Deaf Services Specialist to provide direct services, advocacy, and support to deaf and hard-of-hearing individuals and families. This position plays a vital role in promoting independence, access to resources, and overall quality of life within the Deaf community through culturally and linguistically appropriate services.

## Key Responsibilities

- Provide direct services and support to deaf and hard-of-hearing individuals, including advocacy, information, and referrals.
- Assist consumers with navigating community resources, social services, healthcare, education, and employment-related systems.
- Conduct intake, assessment, and service planning based on individual needs and goals.
- Support independent living skills, self-advocacy, and community integration.
- Communicate effectively with consumers using American Sign Language (ASL) and written English.
- Collaborate with community agencies, service providers, and partners to coordinate services.
- Maintain accurate documentation, case notes, and reports in accordance with agency and funding requirements.
- Participate as a member of an individual's planning or support team.
- Represent DCRC at community events, workshops, and outreach activities.
- Manage schedule independently, including possible evening or weekend appointments.
- Participate in staff meetings, training, and professional development opportunities.
- Perform additional duties as assigned to support agency operations and mission.

## Requirements

- Proficient in American Sign Language (ASL).
- AA Degree required; BA or higher preferred (Human Services, Social Work, Deaf Studies, or related field preferred).
- Experience working with Deaf and Hard of Hearing individuals.
- Knowledge of Deaf culture and community resources.

- Strong interpersonal, organizational, and advocacy skills.
- Excellent English communication and writing skills.
- Certification in First Aid/CPR or willingness to obtain.
- Clear criminal background check (BCI).
- Valid Ohio driver's license, auto insurance, and dependable transportation.
- Ability to work independently and as part of a team.

### **Application Instructions**

Please submit your resume with cover letter to:

- **Email:** [awelch@dcrcoho.org](mailto:awelch@dcrcoho.org)
- **Mail:** DCRC Attn. Annie Welch  
732 S. Ludlow Street  
Dayton, OH 45402

### **Equal Opportunity Employment**

DCRC is committed to providing equal employment opportunities in accordance with Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. We do not discriminate against staff or applicants based on race, creed, color, national origin, sex, religion, age, sexual orientation, physical or mental disability, or military/veteran status. Qualified Deaf individuals are strongly encouraged to apply.