



# Deaf Community Resource Center, Inc.

732 S. Ludlow Street • Dayton, OH 45402  
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## **JOB DESCRIPTION**

Job Title: Employment Skills Specialist  
Supervisor: CEO

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### **Position Summary:**

- Part-time
  - FLSA Status: Non-Exempt
  - Supervisory Responsibilities: No
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### **Essential Functions and Responsibilities:**

- Provide specific services requested by contracting agency/referral service for Deaf and Hard of Hearing consumers eligible for vocational support services.
- Develop an individualized service plan for each consumer based on needs, goals, and requirements of contracting/referral agencies' goals for consumers/participants.
- Keep detailed progress notes and provide reports as directed.
- Use and complete all forms required by contracting/referral agencies and all forms required by DCRC and submit in the appropriate time frames related to service, documentation, and/or billing.
- Provide job readiness training, either in groups or individually, to teach skills that will eliminate vocational barriers. Ex: managing social media, punctuality, etc.
- Provide Pre-employment education to eligible students to develop job skills and career development planning.
- Provide one-to-one service to teach individuals to learn activities of daily living to enhance safety, independence, and employability.
- Provide group and/or one on one training for deaf and hard of hearing individuals needing to learn and/or improve employment skills.
- Ability to work with a variety of consumers of varying ability levels.
- Develop relationships with potential employers in the community to market the skills and employability of deaf and hard of hearing workers.
- Other duties as needed and assigned related or unrelated to employment skills services but for the improvement of DCRC services.

## **Requirements:**

- Clear Background Check, Clear FBI record, Clear child abuse file
- AA degree or above preferred.
- Two years' experience in job development, job shadowing, or related.
- Driver's license and dependable transportation
- Certified Employment Support Professional (CESP) Certificate within one year of employment. On the job training available.
- Fluent in ASL and English.