



Deaf Community Resource Center, Inc

732 S. Ludlow Street • Dayton, OH 45402

Job Posting: Employment Skills Specialist / Job Coach

Position: Part-Time or Full-Time

Status: Open Until Filled

Effective Date: Immediately

Location: Deaf Community Resource Center (DCRC)

732 S. Ludlow Street, Dayton, OH 45402

Overview: The Deaf Community Resource Center (DCRC) is seeking a dedicated Employment Skills Specialist/Job Coach to support deaf and hard-of-hearing individuals in securing and maintaining meaningful employment. This role involves providing direct support, training, and advocacy to enhance employment opportunities within the community.

Key Responsibilities:

- Assist deaf and hard-of-hearing consumers in obtaining full or part-time employment.
- Provide direct support, training, and extended services including resume writing, on-site training, coaching, and job interview skills in both group and one-on-one settings.
- Support job exploration and development tailored to individual needs and skills.
- Advocate for and promote economic independence for clients.
- Build and maintain positive relationships with local businesses, including on-site support to managers and co-workers.
- Develop personalized employment plans for individuals.
- Manage your schedule independently, including meetings and job-site visits, which may occur on weekends or evenings.
- Participate in professional development and training.
- Complete necessary paperwork to document individual progress and meet billing requirements.
- Serve as a member of the individual's planning team, coordinating with employers, Vocational Rehabilitation Counselors, and others.
- Market the skills and employability of deaf and hard-of-hearing workers.
- Perform additional duties unrelated to employment skills services as needed.

Requirements:

- Proficient in American Sign Language (ASL).
- AA Degree required; BA or higher preferred.
- Experience working with special populations.
- Strong 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.
- Excellent interpersonal skills.

Application Instructions:

Please submit your resume with cover letter to:

- **Email:** sbright@dcrcohio.org
- **Mail:** DCRC Attn. Steven Bright, 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 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.