

**NOW HIRING!**  
**FULL AND  
PART-TIME  
POSITIONS  
AVAILABLE**



**Deaf Services Center**

# **EMPLOYMENT SPECIALISTS**

**\$20-\$25 BASED ON EXPERIENCE**

## **REQUIREMENTS**

- High School Diploma required, College Degree preferred
- Knowledge of ADA
- Carry a valid driver's license and have a reliable vehicle
- Willingness to travel within the assigned counties
- Ability to work remotely
- Proficiency in both English & ASL

## **SKILLS**

- Microsoft Office Suite
- Positive and encouraging attitude
- Understanding of Deaf Culture
- Leadership and advocacy experience
- Ability to be flexible and prioritize effectively

**INTERESTED? SEND YOUR RESUME TO:**

**Employment Services Manager  
Carolyne Clerico  
Email: [cwright@dsc.org](mailto:cwright@dsc.org)**



# Deaf Services Center

215 N. Front St. Suite 240

Columbus, OH 43215

www.dsc.org

## EMPLOYMENT SPECIALIST POSITION DESCRIPTION

**Title**                      **Employment Specialist**

**Status**

Full Time & Part-Time

**Hourly Wage**

\$20-25 per hour depending on experience.

For Full-Time: full benefits are offered.

### Qualifications and Essential Functions:

- High School diploma required; college degree preferred.
- Ability to communicate fluently with individuals who use sign language.
- Communicates effectively with employers and individuals seeking employment.
- Willing to understand vocational rehabilitation practices.
- Strong writing skills including writing reports on MS Office Suite.
- Must possess driver's license and vehicle.
- Flexible time availability that is based on individuals' needs.
- Team-oriented with a positive attitude with a belief that all individuals have the potential to become gainfully employed.

### Duties and Responsibilities:

- Assist individuals with disabilities in obtaining competitive integrated employment.
- Teaching how to write resumes/cover letters.
- Demonstrate individuals how to seek employment, and read job advertisements.
- Role model appropriate communication at work with supervisors and coworkers.
- Work with these individuals to develop interview skills.
- Documentation will include developing client-driven Individual Service Plans, completing written reports, maintaining deadlines, and following written policies and procedures.
- Assist individuals with maintaining employment. Includes on-site and off-site employment coaching.
- Teach the individual the job duties, assist with completing employment documentation, and develop natural supports at the workplace.
- Develop and maintain relationships with employers open to diversifying their work sites and contacting them with appropriate job matches.
- Guide individuals who are unsure of their career/vocational goals through a process to better understand current market trends, in-demand employment, and qualifications for various career types based on interests.
- Understanding of the Americans with Disabilities Act and Rehabilitation Act of 1973.

**Please send your resume and cover letter to Employment Services Manager, Carolyn Clerico at [cwright@dsc.org](mailto:cwright@dsc.org)**