

Job Posting

Job Title: Job Developer/Recruiter
Job Type: Full time
Positions: 5
Hours per week: 40
Job Location: (4) Washtenaw MI and (1) Flint, MI
Salary: 13.00/hr

Job Description: Job Developers/Recruiters research employment related opportunities and provide support within the community that provide education and accommodations resources to employment agencies and/or community service providers for the Deaf/HH

- Provide outreach in the community as assigned
- Provide support to the Community Developer with client development
- Data entry
- Research and Develop employment opportunities for clients
- Operate a computer, photocopier, Fax Machine, and other office equipment
- Project a positive professional image at all times
- Maintain Confidentiality
- Other duties as assigned

Qualifications: High School Diploma or equivalent required. SCPI advanced Level American Sign Language. Knowledge and experience using VRS and Interpreting Services. Must demonstrate good communication skills. Must have good interpersonal Skills and be able to demonstrate courteous and professional manners. Must be a team player.

Additional Requirements: Reliable transportation, travel will be required.

Contact: Debra Self
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