

Job Title: Staff Interpreter

FLSA Status: Non-exempt

Department: SignOn Interpreting Services

Prepared Date: November 2016

Reports To: Program Director

Salary Range: Commensurate with Experience

Summary: The Staff Interpreter provides professional, quality interpreting services to HSDC's Deaf/Hard of Hearing/Deaf-Blind and hearing customers, both internal and external. This position requires the interpreter to be flexible, responsive, collegial, and to help create a supportive atmosphere within HSDC. Full time staff interpreters are guaranteed 32+ hours / week.

Essential Duties and Responsibilities:

- Interpret in-person and through video between ASL/English and English/ASL in a wide variety of settings with diverse customers and topics.
- Maintain professional standards and adherence to RID Code of Professional Conduct.
- Act as ambassador between agency and customers.
- Complete paperwork and get needed verification of services for all assignments.
- Maintain contact and respond quickly to queries and emails from Home Office.
- Maintain records/immunizations as required by customers.
- Be on-call for emergent interpreting needs (Medical and ESLIP) during the day and in the evening on a rotating basis
- Perform work on weekends and evenings as needed to meet applicable deadlines.
- Other duties as assigned.

Supervisory Responsibilities: This position does not have supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education/Experience:

- Five (5) years professional experience; Three (3) years post-certification preferred.
- Graduate of an ITP or related job experience
- Continued attendance and participation in various workshops in order to improve interpreting/transliterating skill and maintain certification

Certificates and Licenses:

- RID Certified: CI/CT: NIC (any level); or NAD 5

Language Skills:

- Strong signing and voicing skills
- Strong understanding of ASL and Deaf culture

Reasoning Ability & Other Skills:

- Flexibility to work within a changing schedule
- Outstanding communication skills and excellent customer service skills
- Interpersonal skills demonstrating tact, patience and courtesy
- Ability to interact with colleagues from a variety of backgrounds (customers, colleagues and management)
- Ability to maintain appropriate roles and individual responsibilities relating to interpreting for Deaf and hard of hearing persons
- Ability to assess individual situations to determine the needs of each Deaf or hard of hearing consumer and adapt communication accordingly

Physical Demands and Work Environment: The physical demands and work environment described below represent the activities and surroundings of the positions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Travel to off-site locations is required often, in a variety of settings including, but not limited to offices, classrooms, courtrooms and manufacturing floors. To perform the job, the employee may be required to drive long distances, and have reliable transportation and/or ability to efficiently get from one assignment to the next. This position also requires use of a computer, cell phone, and video relay equipment (camera, speakers, and microphone). Employee must be able to stand and interpret for extended periods of time, as well as have access to staff email and availability via phone/text is required for quick response to scheduling office. Interpreting requires ability to facilitate between Deaf/hard of hearing and hearing consumers and therefore the ability to see, hear, and process the conversation. Deaf interpreters must be able to process from visual ASL to Visual Gestural Communication and back. Interpreters may be asked to sit or stand depending on the assignment setting.

Benefits

Benefits of this position include professional development stipends, membership dues, insurance, medical and dental insurance, vacation and sick leave, paid holidays and more!

How to Apply

E-mail cover letter, resume, and a 15 minute video of yourself interpreting to Cameron Larson at SignOnPD@hsrc.org. No phone calls please.

Equal Opportunity Employer