

JOB DESCRIPTION

Job Title: Staff Interpreter

Duties and Responsibilities

- 1) Provide community interpreting services for Deaf and hard of hearing people in a variety of settings.
- 2) Abide by the professional code of conduct (ethics) for interpreters as set by NAD-RID.
- 3) Provide information and referral services to Deaf, hard of hearing, and hearing communities.
- 4) Work with Interpreter Scheduler to meet goals relating to interpreting hours per week.
- 5) Cover jobs that are held by the agency (non-billable) when requested including possibly after hours.
- 6) Provide advocacy services for Deaf and hard of hearing persons as appropriate.
- 7) Maintain appropriate consumer and statistical data.
- 8) Work a flexible schedule to accommodate interpreting assignments and agency events as needed.
- 9) Provide phone interpreting and translation services to “walk in” consumers.
- 10) Backup or co-present for community awareness presentations.
- 11) Participate in the rotation to be on call or back-up to other interpreters after hours.
- 12) Present at professional development trainings for interpreters as needed.
- 13) Be available to present or co-present deaf awareness presentations.
- 14) Perform related duties as required (answering phones, opening and closing office, assist with scheduling or assessing interpreters when needed, etc.)
- 15) Attend related staff meetings, conferences, and in-service training seminars as assigned.

Qualifications

Education: Bachelors degree in the field of deafness or a related field preferred.

Experience: At least three years experience working with the deaf required.

Other: Requires national certification from Registry of Interpreters for the Deaf (CI or CT, NIC or above). Excellent expressive and receptive skills required.

Supervised by: Vice President and Director of Interpreting Services

Date of this version: July 2015