



JOB DESCRIPTION & ESSENTIAL FUNCTIONS			
Job Title:	Staff Interpreter	Dept./Program:	Director of Deaf, Deaf-Blind, and Hard-of-Hearing Services & Auxiliary Services
Pay Category:	Non-Exempt	Job Type:	Full Time
Supervisory Status:	Non-Supervisory	Supervised By:	Director of Deaf Services
Approved By:	Sarah Wilkerson	Approval Date:	3/2/2023

QUALIFICATIONS	
Education:	Bachelor's degree from an accredited college/university or completion of an interpreter training program preferred but not required.
Experience:	Minimum of three (3) years of relevant experience preferred.
Skills/Abilities:	<ol style="list-style-type: none"> 1. Fluency in American Sign Language (ASL). Skills subject to screening. 2. Ability to work within the framework of the agency and to follow and adhere to established agency procedures. 3. Ability to evaluate own performance, recognize and control biases, to organize own time and effort to meet requirements for the job. 4. Willingness to learn all aspects of business/program development, including software (i.e. Business Central, eRSP, etc.), systems, and program management. 5. Ability to understand the uniqueness of the deaf community and how it functions, and to be able to effectively respond to needs specific to deafness. '. 6. Ability to travel regularly within the workday. 7. Ability to work a flexible schedule to meet client/customer needs as necessary (i.e. nights/weekends), including participation in an interpreter on-call rotation.
Knowledge or Certification(s):	<ol style="list-style-type: none"> 1. American Sign Language (ASL) fluency required (skills subject to screening). 2. RID/NAD certification (or other certification deemed equal to RID) preferred but not required. 3. If certified, CEU requirements must be met to maintain certification. 4. Knowledge and understanding of deaf, deaf-blind, and hard-of-hearing people, their needs, and deaf culture required. 5. Valid driver's license.

JOB SUMMARY
<p>Under the direction of the Director of Deaf, Deaf-Blind, and Hard-of-Hearing Services & Auxiliary Services and with knowledge and fluency in American Sign Language (ASL), English-like sign systems and tactile forms of communication (voice to sign/sign to voice), the duties of this position includes providing a full range of expert interpreting services in a variety of settings to include private industry, educational, medical, mental health, and governmental. When not interpreting, the Staff Interpreter will provide assistance in scheduling/coordinating interpreter services and other support as required. The Staff Interpreter will maintain the confidentiality of all assignment-related information including information that is conveyed verbally, in sign language, and written forms.</p>



ESSENTIAL JOB DUTIES	
1.	Adheres to all agency and program policies and procedures and work within the context of the agency.
2.	Demonstrates cultural competence with ability to work with diverse populations within the community and with agency staff members.
3.	Provides direct interpreting services to provide equal access to deaf consumers.
4.	Communicates and interprets fluently in American Sign Language (ASL) and voice reversals.
5.	Adheres to the Registered Interpreters for the Deaf (RID) Code of Ethics, Health Insurance Portability Accountability Act (HIPAA), and other applicable regulations in all aspects of job performance and service delivery.
6.	Coordinates interpreting assignments with schedule for optimum results.
7.	Utilizes technology, including phone, fax, copier, videophone, texting, etc. technology and/or software (eRSP, Business Central, etc.) to perform job duties.
8.	Assures confidentiality of information related to clients, personnel, and other information of confidential nature.
9.	Possesses a strong understanding of Deaf culture and ASL.
10.	Establishes and maintains professional relationships within and outside the agency.
11.	Adapts to the needs of the program.
12.	Demonstrates a willingness and ability to complete additional and other duties as assigned.
13.	Is available to perform job duties when required (i.e. nights/weekends) and provide coverage to on-call interpreters by participating in program on-call rotation.
14.	Performs scheduling duties when required and as directed by supervisor
15.	Perform other duties related to this position as determined necessary.

KEY PERFORMANCE MEASURES	
1.	A minimum of 80% of time spent performing active interpreting, pursuing/building client base, and/or other related activity to increase agency revenue.
2.	Submits an annual plan for earning CEUs and provides documentation of units earned to enhance interpreting skills through continued education training. Annual plan to have a minimum of 20 CEU credit hours.
3.	Be prompt and prepared for each interpreting engagement and be flexible with assignment changes.
4.	Participation in interpreter on-call rotation.



ESSENTIAL FUNCTIONS			
Job Title:	Part-Time Staff Interpreter	Department/Program:	Deaf, Deaf-Blind & Hard-of-Hearing Services
Assessed By:	Sarah Wilkerson	Date of Assessment:	8/2/2022

Job Requirement	Frequency			
	Never 0%	Occasionally 1% - 33%	Frequently 34% - 66%	Continuously 67% - 100%
Lifting:				
0 – 10 lbs.		✓		
11 – 24 lbs.		✓		
25 – 50 lbs.	✓			
Over 50 lbs.	✓			
Carrying:				
0 – 10 lbs.		✓		
11 – 24 lbs.	✓			
25 – 50 lbs.	✓			
Over 50 lbs.	✓			
Mobility:				
Balancing		✓		
Bending		✓		
Climbing		✓		
Crawling	✓			
Kneeling	✓			
Pulling		✓		
Pushing		✓		
Sitting			✓	



Standing			✓	
Twisting		✓		
Walking			✓	
Above shoulder height		✓		
At shoulder height		✓		
Below shoulder height		✓		
Hand/Arm Movement:				
Grasping/Holding/Handling			✓	
Use of both hands				✓
Finger dexterity				✓
Vision				✓
Speech				✓
Hearing				✓
Mental Capabilities:				
Alertness				✓
Comprehension				✓
Attention to detail		✓		
Basic mathematical skills		✓		
Effective written/oral communication				✓
Filing		✓		
Writing			✓	

