



Sign Language Interpreter/Administrative Assistant

Disability Rights Tennessee (DRT) seeks a sign language interpreter/administrative assistant to join our team. This position will routinely provide sign language interpretation for internal agency meetings and may provide interpretation for community meetings. Additionally, when not interpreting this position will provide select administrative support. This position will work primarily with two advocate/investigators. Travel will be required. Ideal candidates possess certification and have diverse interpreting experience, including employment, facility, medical, and legal experiences.

NOTE: Vaccination for COVID-19 is required.

NOTE: Only resumes with a cover letter will be considered.

Who We Are

DRT is a nonprofit organization with the mission of protecting the rights of Tennesseans with disabilities. For over 43 years, our agency has served more than 55,000 Tennesseans. DRT has eleven programs which provide services across the state. Services include:

- Referral and resource connection for Tennesseans with disabilities who contact DRT
- Review of financial benefits and representative payee services
- Legal representation for specific issues of abuse, neglect, or rights violation
- Information and help for beneficiaries of long-term services and supports (LTSS)
- Investigate instances of abuse or neglect in facilities and community locations
- Identify resources and provide support to Tennesseans with Traumatic Brain Injury
- Monitor facilities to ensure appropriate services and residents' well-being
- Educate about decision making supports
- Community outreach and education about disability rights and DRT services
- Advocate for access to vocational rehabilitation and centers for independent living services
- Advocate for access to assistive technology
- Advocate and collaborate for access to the voting process
- Advocate and assist beneficiaries of Social Security to address barriers to work

What You'll Do

- Provide designated interpretation and support for two DRT team members working within the employment and adult programs
- Provide interpretation for other meetings, as determined appropriate
- Coordinate access to agency materials for the deaf, hard of hearing, deaf-blind communities
- Support agency plain language initiatives to ensure accessibility to all audiences
- Assist with training program staff, individuals with disabilities, other agencies/organizations regarding effective communication, limited English proficiency, and use of sign language interpreters
- Coordinate requests for sign language interpreters from external vendors
- Coordinate travel for agency team members, when needed
- Complete monthly supply orders for designated staff and programs
- Route agency faxes and voicemail messages to team members daily
- Route grievances and satisfaction surveys to team member when received
- Maintain agency conflicts check process bimonthly
- Maintain agency publication resources monthly
- Maintain agency staff list annually and/or when team members join/leave DRT

Required: Certification as a sign language interpreter from the Registry of Interpreters for the Deaf or comparable entity. Minimum of 3 years of interpreting experience.

Preferred: Five years or more of related experience, preferred. Experience in professional, platform, and legal settings.

What Else You Should Know

Equity, diversity, and inclusion are at the heart of DRT's mission, values, and daily practice. We are an equal opportunity employer, and we actively seek candidates from diverse backgrounds to join our team including but not limited to candidates with disabilities, persons of color, members of the LGBTQ community, professionals from various generations, and veterans.

The position is full-time (37.5 hours a week). In-office work will be required at times. Remote work will be allowed for portions of this position. The role will require occasional travel throughout Tennessee and overnight travel.

The salary for this position ranges from \$45,000 to \$55,000. The exact salary depends on experience. We offer excellent benefits such as flexible schedules, remote work, parental leave, paid federal and state holidays, and insurance options including medical, vision, dental, life, and disability.

What Now?

If you have more questions about the position, reach out to Anna Bass, Deputy Executive Director at annab@disabilityrightstn.org.

If this seems like you, please send a resume and cover letter to Ann Anderson, Human Resources and Finance Director at anna@disabilityrightstn.org

This position will close on May 15, 2022.