

## **Deaf and Hard of Hearing Service Center**

### **Job Announcement**

**Position:** Full-Time Interpreter

**Reports To:** Director of Interpreting Services

**Classification:** Full-Time, Non-Exempt

**Location:** Merced, California

### **Description**

This job contributes to the success of the Deaf and Hard of Hearing Service Center by facilitating communication between Deaf and hearing individuals.

The following is a list of major duties and responsibilities for this position. It is not all-inclusive, other duties and responsibilities may be added as needed and management may modify this job description when appropriate.

### **Tasks, Duties and Responsibilities**

Provides on-site and off-site interpreting for staff, Deaf, Deaf Blind and Hard of Hearing clients

Provides interpretation via telephone and video phone for Deaf, Hard of Hearing, and Deaf Blind clients

Translates documents to match client's primary mode of communication

Completes interpreting claims for assignments and submit paperwork in a timely manner

Provides emergency interpreting services as needed

Adheres to Registry of Interpreters for the Deaf Code of Professional Conduct

Interprets messages simultaneously or consecutively while maintaining message equivalency

Serves as cultural liaison between Hearing, Deaf, and Hard of Hearing clients

Attends community events as a DHHSC representative

### **Minimum Qualifications**

A minimum of two years documented interpreting experience

Certification through RID, NAD, EIPA or other nationally recognized body (preferred)

Completion of an Interpreter Training Program (preferred)

Fluency in American Sign Language

Bachelors degree in Communicative Disorders and Deaf Studies with an emphasis in Interpreting (Preferred)

Skilled in American Sign Language

Knowledge of principles and processes for providing customer and personal services

Ability to work cooperatively with a diverse constituency of clients and maintain confidentiality

Ability to project a positive image of the profession and the agency

Must have a valid California Driver's License

## **Physical Requirements:**

The physical demands listed are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Modified "light duty" restrictions may be arranged as needed and when available for job-related injuries or illnesses.

While performing the duties of this job, the employee is regularly required to stand, walk, sit; use hands for operating computer and office equipment. The employee is occasionally required to reach with hands and arms, stoop and kneel.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific Vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. Must have visual acuity sufficient to read a computer screen and paper documents, as well as qualify to maintain a valid CA driver's license.

*The Deaf and Hard of Hearing Service Center is an at-will employer. This means that employment can be terminated at-will by the company or employee and such termination can be made without notice*

*The Deaf and Hard of Hearing Service Center is an Equal Employment Opportunity Employer, which does not discriminate on the basis of race, color, sex, religion, and national origin*

**Please submit your resume and application by March 17, 2010**