

Deaf and Hard of Hearing Service Center

Job Position Announcement

Position: Staff Interpreter
Reports To: Director of Interpreting Services
Classification: Part-Time (20 to 25 hours weekly), Non-Exempt
Office Location: Fresno, CA, and surrounding areas

Job Description

Summary and Mission

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

Essential Duties & Responsibilities:

- Provide on-site interpreting as needed
- Drive to various locations to fulfill interpreting assignments as assigned by the Director or the Coordinators
- Provide telephone assistance and document translation
- Complete interpreter claims for assignments and submit in a timely manner
- Provide emergency interpreting services as needed
- Assist with accepting interpreting requests and assigning qualified freelance interpreters
- Serve as cultural liaison between Hearing, Deaf, and hard of hearing clients
- Perform other duties as assigned by the Director of Interpreting Services or the Executive Director

Job Specifications

- Certification through RID, NAD, EIPA or other nationally recognized body preferred
- Completion of an interpreter training program preferred
- At least two years of documented interpreting experience
- Extensive knowledge of American Sign Language and Deaf Culture
- Ability to interact with a diverse constituency
- Computer literacy
- Able to work individually and in groups
- Valid California drivers license
- Reliable vehicle and auto insurance

Please email your resume, a DHHSC job application form (downloadable above), and three (3) recent letters of recommendation to Human Resources at hr@dhsc.org or fax Attn: Human Resources to 559-221-8224.