

# Deaf and Hard of Hearing Service Center

## Job Position Announcement

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**Position:** Staff Interpreter

**Reports To:** Services Personnel Director

**Classification:** Part-Time (20 to 25 hours weekly), Non-Exempt

**Office Location:** Fresno, CA, and surrounding areas

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### **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 transportation 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@dhhsc.org](mailto:hr@dhhsc.org) or fax Attn: Human Resources to 559-221-8224.**