



## **STAFF INTERPRETER JOB DESCRIPTION**

<b>Position:</b>	Staff Interpreter
<b>Department:</b>	Interpreting Department
<b>Accountability:</b>	Director of Interpreting Services
<b>Job Status:</b>	Full-Time
<b>Classification:</b>	Hourly, Non-Exempt
<b>Schedule:</b>	Monday-Friday; additional evening and weekend work available
<b>Base Rate:</b>	\$28-\$35/ hour

### **GENERAL DESCRIPTION:**

Staff Interpreter provides sign language interpreting services to the Deaf Community and the DCS staff/clients as requested and/or scheduled by the Interpreting Department.

### **ESSENTIAL JOB FUNCTIONS:**

- Interpret between American Sign Language (ASL) and English
- Interpret for a variety of assignments (may include education K-12, medical, business, post-secondary, mental health, and other fields)
- Willing to travel to all areas of San Diego County
- Represent the agency in a professional manner
- Adhere to agency policies and procedures, as well as, department requirements
- Attend DCS staff meetings and staff development activities, as required
- Complete required paperwork in a timely manner and maintain accurate records

### **EMPLOYMENT STANDARDS:**

#### **Education Requirements:**

- College degree preferred, high school graduate or the equivalent
- Completion of interpreter training program or acceptable equivalent
- Sufficient continuing education to maintain professional growth and certification

#### **Minimum Requirements:**

- EIPA 4.0+ required, RID certification preferred
- Valid California driver's license, current automobile insurance, and private transportation
- Reliable transportation is required

**Skills:**

- Excellent ASL skills
- Flexible and willing to accommodate last-minute schedule changes
- An understanding of Deaf, Hard of Hearing, Deaf Blind and late-deafened individuals and Deaf Culture
- Ability to work well in a team-oriented and diverse environment; required
- Strong organizational skills
- Ability to understand and carry out verbal/ written directions

**Knowledge and Abilities:**

- Interpret or transliterate accurately and effectively between deaf clients and hearing consumers
- Follow DCS regulations, policies, and procedures
- Adhere to the RID Code of Professional Conduct, including confidentiality
- Maintain contact with the DCS Interpreting Department and team interpreters by cell phone or similar device
- Remain professional at all times: (i.e. stay in the interpreting role, ascertain and maintain professional lines and boundaries, maintain professional interpersonal communication skills, meet schedules, timelines and maintain records)

**AT-WILL:** Employment with DCS is an “At-Will” relationship. DCS is an Equal Opportunity Employer.

**BENEFITS:**

DCS offers a comprehensive employee benefits package that includes medical, dental, vision and life insurance. DCS also provides each employee the option to contribute to a 401 (k) retirement plan and flex medical savings plan.

**OTHER BENEFITS**

In addition to the benefits mentioned above, DCS offers:

Paid Personal Time

Paid Sick Leave

Paid Vacation Time

Paid Holiday

**APPLICATIONS DEADLINE:** **Open Until Filled**

**Submit resume/cover letter, and a recent copy of certification, if available, to:**

Human Resources

Deaf Community Services of San Diego, Inc.

1545 Hotel Circle South, Suite 300

San Diego, CA 92108

Fax: (619) 398-2444

Email: [hr@dcsofsd.org](mailto:hr@dcsofsd.org)

DCS is not accepting unsolicited assistance from search firms for this employment opportunity. Please, no phone calls or emails. All resumes submitted by search firms to any employee at DCS via-email, the Internet or in any form and/or method without a valid written search agreement in place for this position will be deemed the sole property of DCS. No fee will be paid in the event the candidate is hired by DCS as a result of the referral or through other means.