

## **JOB DESCRIPTION**

**JOB TITLE:** Staff Interpreter  
**EMPLOYER:** Deaf Community Services of San Diego  
**DEPARTMENT:** Interpreting Department  
**REPORTS TO:** Director of Interpreting Services  
**CLASSIFICATION:** Hourly, Non-Exempt  
**SCHEDULE:** Monday-Friday; additional evening and weekend work as available

**SUMMARY:** 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. The staff interpreter will interpret assignments they select then as delegated by schedulers for assignments.

### **DUTIES AND RESPONSIBILITIES:**

- Ability to maintain flexible schedule regarding assignments and last-minute assignments
- Punctual and reliable
- Interpret between American Sign Language (ASL) and English
- Ability to adapt to various sign language use by clients
- Interpret for a variety of assignments (may include education K-12, medical, business, formal speeches, post-secondary assignments, 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
- Ability to maintain cooperative relationships with all staff, clients, and vendors
- Attend DCS staff meetings and staff development activities, as required
- Complete required paperwork in a timely manner and maintain accurate records
- Meet contract compliance paperwork requirements
- Adhere to the Interpreters Code of Professional Conduct
- Ability to work with diverse populations and work environments.
- Ability to exhibit team collaboration and perform office work as assigned

### **QUALIFICATIONS:**

- Bachelor's Degree preferred, high school graduate or the equivalent
- Completion of interpreter training program or acceptable equivalent
- Sufficient continuing education (CEU) to maintain professional growth and certification
- Knowledge and understanding of Deaf, Hard of Hearing, DeafBlind, late deafened, and deaf disabled individuals
- Knowledge and understanding of Deaf Culture

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- Valid California driver's license, current automobile insurance, and private transportation
- Reliable transportation is required
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Certifications, one of the following

- EIPA 4.0+
  - Registry of Interpreters for the Deaf (RID) certification
  - Level 4 or 5 NIC, NIC Advance or NIC Master Level Interpreter Certificate

## COMPETENCIES:

- **Interpersonal Skills**--Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Communication**—Communicates clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Teamwork**--Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Professionalism**--Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Customer Service**—Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve services; Responds to requests for service and assistance; Meets commitments.
- **Adaptability**--Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality**--Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Dependability**--Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Diversity**-- Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment free environment; Builds and supports an equitable workforce.