



JOB TITLE: Staff Interpreter

EMPLOYER: Deaf Community Services of San Diego

DEPARTMENT: Interpreting Department

REPORTS TO: Director of Interpreting Services

CLASSIFICATION: Hourly, Non-Exempt

SALARY: \$25.00 - \$40.00/hr.

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

- Valid California driver's license, current automobile insurance, and private transportation
- Reliable transportation is required
- 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.

At Will: Employment with DCS is an "At Will" relationship. DCS is an Equal opportunity employer.

Benefits Include:

Health Insurance, Dental insurance, Vision Insurance, Employee assistance program, Employee discount, Flexible spending account, Life insurance, Paid time off, Retirement plan and At least 12 paid Holidays per year.

APPLICATION DEADLINE: Open Until Filled

TO APPLY-submit the following: 1. Resume, typed; and 2. Cover Letter with salary expectations, video in ASL or typed.

Email to: careers@dcsosfd.org