



**Position:** Program Interpreter  
**Reports To:** Director of Operations  
**Classification:** Full-Time, Exempt  
**Office Location:** Southern Nevada Center

### Deaf Centers of Nevada Agency Description

Deaf Centers of Nevada, (DCN) is a private, non-profit social service agency that serves individuals who are deaf, hard of hearing, deaf-blind, and late deafened, their families, friends, and community service providers. Our Mission is to advocate, seek equality, and promote self-determination through empowerment for those who seek our assistance; and to enhance the awareness and understanding of Deaf Culture and the unique communication needs of the Deaf and Hard of Hearing individuals.

### Summary and Job Description

This job contributes to the success of the Deaf Centers of Nevada by providing ASL interpretation services for Center personnel and/or the Deaf and Hard of Hearing clients who come into the Center for appointments or events. Assignments include, but are not limited to: client meetings, social services assignments, and state and local government entities as well as in-house interpreting and document translation.

**\*Trilingual Spanish, Lengua de señas mexicana (LSM) and gestural communication highly desired \***

### Tasks and Responsibilities

- *Career Services:*
  - Provide interpreting services for job interviews, job counseling to clients and employers, sensitivity awareness and training for existing and potential employers of Deaf and hard of hearing clients
  - Assist with text translation and ASL-to-English document support as needed
- *Case Management Services (Youth & Family and Adult):*
  - Provide interpreting services for client meetings with case advocates, community events as sponsored by the Deaf Centers of Nevada, or classes at the center
  - Assist with text translation and ASL-to-English document support as needed
- *Interpreting Services:*
  - Develop interpreting workshops to be held monthly at DCN (both locations) and potentially in rural areas as needed on a variety of topics pertinent to the field of ASL interpreting, for CEU credit as needed
  - Oversee interns functioning under confidentiality agreements between DCN and local colleges providing these trainees
  - Process monthly reports as to service activities and outreach, to be submitted to Director of Operations
- Maintain a positive, safe and secure working environment
- Must have good working habits including appropriate dress, promptness at all assignments, reliable attendance, and regular communication with Director of Operations
- Participate in program activities for Deaf Centers of Nevada
- Other duties as assigned by the Director of Operations

## Qualifications, Knowledge and Requirements

- Associate's degree in interpreting, Deaf studies or related field required
- Interpreter Certification as required by the state of Nevada
- Knowledge/Adherence to RID professional Code of Conduct (CPC)
- Minimum of two to three (2-3) years of documented experience in community interpreting
- Working knowledge of Deaf Culture, ASL, interpreting practices and processing models (long term/short term memory, visualization, monitoring, language fluency, evaluation, assessment, etc.)
- Cooperative contact with management staff, representatives of other organizations, State and Federal agencies, advocacy groups, clients and service providers, elected/appointed representatives, the media and the public
- Regular skills development through attendance to interpreting workshops
- Demonstrated ability to assess and adapt interpreting styles to fit the communication needs of the individual who may be d/Deaf, hard of hearing, Deaf-Blind, or later deafened, and whose primary language is other than English.
- Ability to work cooperatively with a diverse constituency of clients and maintain confidentiality, including HIPAA safeguards
- Ability to project a positive image of the role and the organization
- Ability to work ethically and professionally in a wide range of settings with diverse client backgrounds with ability to accurately represent the message of speaker(s)
- Clear and concise oral speaking, ASL and written English using professional grammar
- Reliable personal transportation with current insurance
- Applicant must successfully complete a criminal background check for this position

***Position will remain open until filled and may close at any time.***