



DEAF CENTERS OF NEVADA

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Position: Program Interpreter (Part-Time)
Reports To: Director of Operations
Classification: Part Time, Non-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 d/Deaf, hard of hearing, deaf-blind, late-deafened and speech impaired; and 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 diverse individuals we serve throughout the state of Nevada.

Summary

This job contributes to the success of the Deaf Centers of Nevada by providing ASL interpreting services. Due to the variety of positions held by the Organization's Deaf and hard-of-hearing employees, one must be flexible when it comes to assignments, have a diverse vocabulary, and display a strong commitment to customer service. Translate messages, live speeches, voice recordings, video recordings and documents, with careful attention to providing proper context, meaning, tone and technical wording. Travel may be required statewide, including overnight stays.

In addition to providing interpreting services, one will also be assigned projects of varying levels of complexity in support of related programs such as reasonable accommodations and corporate accessibility. Honor ethical codes to ensure sensitive and confidential information remains secure and protected, per the code of professional conduct and HIPAA laws.

Host or collaborate with community partners to develop interpreting workshops to be held bi-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. One will also be required to keep track and record activities according to standard office procedures and process monthly reports, to be submitted to the Director of Operations. Maintain a positive, safe and secure work environment. Other duties as assigned by the Executive Director or Director of Operations.

Qualifications/ Requirements

Required:

- Current registration with the State of Nevada as a community interpreter, in the skilled or higher category;
- Strong receptive and expressive skills in ASL;
- Strong understanding of written and oral communication;

- 3 years professional interpreting experience in a wide variety of environments;
- Professional knowledge of Deaf culture, ASL, interpreting practices, processing models, mentoring techniques and applicable federal and state laws;
- Adhere to the National Association of the Deaf (NAD) and Registry of Interpreters for the Deaf (RID) Code of Professional Conduct (CPC) and Health Insurance Portability and Accountability Act (HIPAA) laws;
- Interpersonal skills;
- Ability to assess and adapt register to fit the communication needs/style of any one individual;
- Ability to project a positive image of the role and the organization;
- Intermediate skills with MS Office tools such as Word, Excel, and Outlook;
- Must have good working habits (i.e. appropriate attire, punctual, ethical and professional);
- This position requires understanding of the organization's strategic plan and working towards achieving its goals and objectives;
- Reliable personal transportation with current car insurance;
- Applicant must successfully complete a criminal background check; and
- Other duties as assigned by Directors.

Preferred

- Associate degree in Interpreting, Deaf Studies or related field;
- Trilingual skills (English, ASL and one or more foreign spoken language); and
- Familiarity with using technology for translation.