



Position: Field 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 the Executive Director and/or executive leadership. Assignments include but are not limited to: various executive leadership meetings, formal speeches and/or events (platform interpreting), social services assignments, corporate settings, and state and local government entities as well as in-house interpreting and document translation.

Tasks and Responsibilities

- *Administration:*
 - Interpret meetings among Executive Director, Director of Operations, Director of Finance, Director of Marketing & Communications and Program Managers
 - Accompany Executive Director to meetings with pertinent agencies and/or stakeholders, to provide expert and accurate interpretation services using a high level of professional language, verbiage and skilled fingerspelling competency, including when Executive Director switches between communication modalities based on the nature of meetings
 - Keeps track and records activities according to standard office procedure
 - Travel is required on a statewide basis as needed, including overnight
- *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
 - (Coming Soon) Process continuing education units (CEUs) to be submitted to the Registry of Interpreters for the Deaf (RID) for individual interpreter certification maintenance
- When not offering interpretation support for Executive Director, the following may also apply:
 - *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
- 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 and/or Executive Director
- Participate in program activities for Deaf Centers of Nevada
- Other duties as assigned by the Executive Director or Director of Operations

Qualifications, Knowledge and Requirements

- Bachelor's degree in interpreting, Deaf studies or related fields required
- Interpreter Certification by the National Registry of Interpreters for Deaf (RID) required
- Knowledge/Adherence to RID professional Code of Conduct (CPC)
- Minimum of five to seven (5-7) years of documented experience in professional interpreting
- Professional knowledge of Deaf Culture, ASL, interpreting practices and processing models (long term/short term memory, visualization, monitoring, language fluency, evaluation, assessment, etc.), mentoring techniques and applicable Federal and state laws
- 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.