

Job Description
Northeast Pennsylvania Center for Independent Living
Independent Contracted Sign Language Interpreter

GENERAL SUMMARY:

To provide Sign Language interpretation/transliteration with Deaf, hard of hearing and hearing consumers of public/private organizations/agencies in ten (10) counties of Northeastern Pennsylvania

EDUCATION & WORK EXPERIENCE:

A college degree either Associate or Bachelor degree in Sign Language Interpreting/Transliteration program preferred.
A minimum of one year experience in interpreting/transliteration in various setting. ODHH Registration, RID/NAD NIC Certifications, Criminal Background Check, Child Abuse Clearance, and Liability insurance.
Will consider experience/education equivalent combinations that demonstrate goals for achievements.

SPECIAL REQUIREMENTS:

This is an Independent Contracted position.
Ability to work independently on assigned tasks.
Excellent communication skills both oral and written.
Knowledge of computers utilized to enhance communication.
Excellent organization skills.
Must provide own transportation.
Must have portable means of communication.

CHARACTERISTIC DUTIES & RESPONSIBILITIES OF JOB:

Estimated

Percent of Time* **ESSENTIAL ELEMENTS:*

70% Performs sign language interpretation/transliteration to facilitate communication between Deaf/Hard of Hearing individual using sign language and non-signing hearing individual.

20% Travel time to and from assignment.

OTHER ELEMENTS

10% Telephone/email contacts with NEPA CIL's Interpreter Referral Program regarding scheduling on future assignments and/or cancellation/reschedule. Submitting paperwork i.e., invoices or other essential paperwork to our office.

The above statements reflect the general duties considered necessary to describe the main functions of the position and shall not be considered as the detailed listing of all the job requirements that may be part of the position.

PHYSICAL DEMANDS:

Movements of arms, fingers, and wrists as information conveyed into sign language from spoken language. Must be able to stay alert in both physically and mentally up to an hour for translating/interpreting one language to another. Able to endure traveling distances to and from assignments.

ACCIDENT OR HEALTH HAZARDS:

No unusual accident or health hazards within the position. May need proper attires for some assignments as needed depending on the interpreting environment such as medical.

WORKING CONDITIONS:

Works in a variety of settings based on the assigned area.

I have read and fully understand the responsibilities of this position for which I have been employed by NE PA CIL.

Employee

Date

Print Name
