

CaringWorks Supportive Services (CWSS) Job Classification

Effective Date: March 20, 2013
Revised: August 5, 2013

JOB CLASS TITLE: American Sign Language Interpreter

BASIC FUNCTIONS AND RESPONSIBILITIES:

The Interpreter serves deaf/hard of hearing clients using American Sign Language (ASL) to facilitate communication between hearing and deaf/hard of hearing individuals; serve as a liaison between deaf/hard of hearing clients, hearing clients/staff, and visitors; and perform related work as required. The specific duties will include:

1. Contributes to improving program development for CaringWorks.
2. Interprets groups, trainings, discussions, announcements, conversations, meetings, events, and other spoken work situations using ASL appropriate for the language and the cultural background of deaf/hard of hearing clients and staff.
3. Accurately interprets deaf/hard of hearing clients/staff signs into fluent English for other clients, staff, and visitors.
4. Works with staff of CaringWorks to gain understanding of relevant concepts to better facilitate translation for deaf/hard of hearing clients.
5. Provides information and orientation to deaf/hard of hearing clients/staff in emergency situations.
6. Works effectively in teams with both deaf/hard of hearing clients/staff.
7. Maintains certification by completing continuing education units.
8. Complete daily progress notes.
9. Develop, implement, and maintain partnerships with other community providers.
10. Provide emergency services during work hours and after hours as assigned.
11. Attend staff meetings, supervisory conferences, and other activities, which ensure the smooth functioning of clinical operations.
12. Other duties as determined by supervisor. All services shall be provided in accordance with the established licensing and accreditation standards governing the agency as well as within the scope of practice of the individual.

SUPERVISION:

The Program Director supervises this position. Supervision is exercised over all assigned program staff.

QUALIFICATIONS:

1. Certified American Sign Language (ASL) interpreter, NIC certification preferred
2. Undergraduate or master's degree preferred.
3. Effective verbal and written communication skills.
4. Ability to use or learn computer software (Microsoft Word, Excel, and email programs).
5. Able to work weekend/evening hours.
6. Must be able to work in a team environment.
7. Experience working with homeless population preferred.