

**ENGLISH/AMERICAN SIGN LANGUAGE
INTERPRETER**
(General Designated Interpreter Job Description)



Position Information

Title	English/American Sign Language Interpreter (Designated Interpreter for Medical Professional)
Reports to	Designated Interpreters LLC (hiring agency)
Full or Part Time	Full Time and Hourly Contracts Available
Number of Months	Hourly/ Monthly- Yearly
Work Schedule/Location	Scheduled and Unscheduled hours depending on client's clinical and education needs, as well as the other team members.
Position Start & End Date (if temporary)	Inquire more

Position Summary Information

Basic Function	This position serves primarily as the designated interpreter for a medical resident in all areas including clinical, research, patient interviews, and administrative meetings. The primary function of this position is to provide advanced English/ASL interpreting and transliterating services to the resident and to ensure the resident has interpreters for all resident program related meetings, conferences, and events he attends. Also, designated interpreter monitors the quality of other contracted interpreters.
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Duties and Responsibilities

The role of a designated interpreter is unique. The position requires a nuanced understanding and respect of functions, boundaries, relationships, and the dynamics of communication and power. The designated interpreter is a member of the resident's team. Successfully serving in this role requires a thorough understanding of the resident's role and goals, his team, the programs community, and their core values, mission and vision. The appointed interpreter will interact with trustees, students, administrators, faculty, staff, alumni, patients, and potential students.

The primary purpose of this position is to provide interpreting that enables two-way communication between and among the groups mentioned above while being aware of confidentiality and HIPAA policies. The interpreter will need to interpret in diverse settings, such as but not limited to, one-on-one meetings, group meetings, social events, meetings conducted over meals, conferences, and clinical rotations (in person, on the web, and via telephone-based meeting formats). The designated interpreter must have the ability to serve as a professional within these environments and make quick decisions about the function of the event, appropriate interactions, placement, logistics, and relationship building.

A majority of the interpreting is English-to-ASL but some ASL to English required as well. The position requires someone who can stay present and engaged in the role of an interpreter for extended periods of time. This position requires someone who can self-monitor communication effectiveness. Interpretations should reflect the broad range of communication styles and personalities of all parties involved; and reflect the linguistic nuances of academia, higher education, and professional environments. The interpreter must be able to work within the continuum of registers, especially formal and intimate, and manage communication as efficiently and effectively as possible.

This position is also directly responsible for ensuring all events and meetings attended by the resident have an interpreter or an interpreting team in attendance and reporting those needs to Designated Interpreters LLC (DI LLC) and actively participating in recruiting and scheduling. The person in this position must have the ability to assess communication needs with respect for the parties involved, the function/goal of the event, and relationships to best coordinate interpreting services. Communication with outside organizations regarding the provision of interpreting services may be required. This position requires someone who can work professionally with other interpreters. The ability to brief and debrief critical information and ensure the effective and efficient provision of interpreting services is a highly valued skill.

This position requires a strong commitment to DI LLC, loyalty to the resident, unquestioned integrity, a keen sense of confidentiality, a professional manner, and demonstrated skills in effectively managing challenging situations, ethical decision-making, and excellent judgment. The person in

this position should possess an understanding of their privileges. As a hearing person, the designated interpreter has the power to decide whether and how to share incidental learning and interpret environmental information.

Specific Responsibilities:

- a. Manage Fluctuating Schedules
- b. Perform highly advanced interpreting using comprehensive and specialized skills with knowledge and practice of interpreter ethics (such as): the ability to provide transliterating (conceptually accurate signed English) as well as interpreting English to ASL; to work within the continuum of registers; and interpret technical and environment specific language.
- c. Prepare for assignments by staying abreast of the residents program, DI LLLC initiatives and team/community projects, goals and dialogs; staying current with team communications; and researching topics pertinent to the resident's specialty.
- d. Adhere strictly to the Registry of Interpreters for the Deaf, Inc.'s Code of Professional Conduct with emphasis on confidentiality and professionalism.
- e. Advise and make decisions regarding set-up, placement, and logistics of the interpreter(s) to ensure effective communication concerning the dynamics of the team/individuals involved.
- f. Co-Coordinate all aspects of interpreting services needed for any events and meetings attended by the resident including in-state and out-of-state travel for conferences and meetings.
- g. Ability to monitor the schedule of events to coordinate services; attention to detail regarding specifics of assignments and the event schedule and report needs to DI LLC in a timely manner.
- h. Facilitate communication effectively using but not limited to transliteration, gap interpreting (DI LLC will model), note taking, auditory processing/retention, blogging, texting, emailing and other measures to ensure successful communication for all participants involved
- i. Follow the quality of contracted interpreters carefully to ensure effective communication.

Minimum Qualifications

Registry of Interpreters for the Deaf-National Association for the Deaf Certification or equivalent state administered credential.
Eligibility for a NIC Interpreter candidate/ in training considered on case by case basis.

Preferred Qualifications

Direct experience working in the role of a designated interpreter or as a staff interpreter.
Bachelor's Degree in Interpreting required or an equivalent combination of

	education and expertise.
Physical Requirements	Physical Requirements: <ul style="list-style-type: none"> a. Seeing 75-100% b. Hearing 75-100% c. Standing/Climbing/Mobility 75-100% d. Lifting/Pulling/Pushing Lbs: 25-49% e. Fingering/grasping/feeling 75-100% f. Travel 25-50% g. Exposure to blood born pathogens YES

Required Documents (prior contractors of DI LLC please submit only items with the *)

1. Updated Resume *
2. Cover Letter/Letter of Interest *
3. Unofficial Transcripts 1
4. 3 Letter of Recommendations
5. Video Sample (transliteration of a 5-10 minute lecture pertaining to medical patient presentation lecture) *
6. Memberships (RID), certifications *

Hiring Agency

Designated Interpreters LLC
www.designatedinterpreters.com

Call: 505-681-3101
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