

Sign Language Interpreter Job Description

- Providing a full range of interpreting/transliterating services for deaf/hard of hearing (HoH) employees
- Utilize skill in a variety of signed languages (i.e., American Sign Language (ASL), Contact Sign, and Conceptually Accurate Signed English, CASE) to facilitate communication
- Interpret any conversation, meeting, and training session, and interview or other requested event, including providing oral interpreting to employees who do not use sign language
- Responsible for interpreting in a variety of communication modes during agency-wide work related events such as programs, conferences, and appraisals, and counseling sessions, etc. for specific training needs and benefits
- Responsible for coordinating all incoming customer interpreting service requests through emails and phone calls
- Utilize MS Outlook calendar to schedule blocks of time for interpreting services following customer requirements and team availability
- Responsible for coordinating schedule conflicts and reschedules short notice priorities as they occur
- Collaborate with external contractor for interpreter requirements as needed
- Enlighten supervisors and staff on Deaf Culture and interpreter services
- Identify process improvement opportunities to improve on services to customers
- Serve as a representative for the contracting office or provide backup interpreting service for external contract.