

SIGN LANGUAGE INTERPRETER SPECIALIST SENIOR

KIND OF WORK

Professional level work providing sign language interpreter services and work direction; third of 3 classes within the Sign Language series

NATURE AND PURPOSE

Under general supervision, provides impartial and accurate interpretation or transliteration of information into American Sign Language, Sign Systems and Spoken English for deaf, hard of hearing and hearing communities. Position provides lead direction to other staff members and may also provide and/or coordinates instruction of employees in departments/agencies to maintain or improve sign communication skills; coordinate sign language programs for the organization; coordinate and/or schedule contract interpreter services; provide information to various customers or the general public about services provided; and perform related work as required.

DISTINGUISHING CHARACTERISTICS

The Sign Language Interpreter Specialist Senior job class differs from the Interpreter/Specialist job classes because this level could either provide leadwork direction to at least three full-time equivalent state employees (with a minimum of 20% of the lead worker's time is spent in actual leadwork) or direct, coordinate and organize other staff members who may or may not be state workers such as interveners or contract interpreters. Leadwork is the ongoing, daily responsibility to prioritize, schedule, assign, direct, guide and report on the work activities of other state employees so that the work is completed in an efficient and effective manner.

OPTIONS

N/A

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Prioritizes and assigns, schedules, guides, and directs work of Interpreters/Specialists in order to facilitate communication for the hearing and deaf/hard of hearing staff, parents and students.

Serves as a member and coordinates interviews and ratings of the sign language interview team so that all required agency staff members are assessed and assigned their sign language proficiency level.

Accurately and impartially interprets or transliterates critical information in crisis intervention, legal, medical, academic, social services, mental health, financial, business, employment and legislative settings for hearing, Deaf, hard of hearing and deafblind individuals to provide equal access to information and protect against harm and discrimination of clientele.

Assists with teaching sign language classes for staff, students and parents.

Coordinates with other agency staff to assist in the registration process for hearing and deaf/hard of hearing students.

Identifies critical barriers to interpreting services and designs individualized solutions to address deficiencies to meet certification and qualifications mandated by State and Federal Legislation and to avoid potential harm to and discrimination against clientele.

Maintains and updates list of qualified freelance/contract interpreters and their skill levels in the event one is requested by an agency or school.

Coordinates and organizes staff and freelance interpreters and transcriptionists so that all service requests are provided and all customers are able to obtain and understand the information needed.

Conducts training and provides technical assistance on issues of deaf culture to other interpreters and interpreter specialists, staff, employers, community agencies, schools, clinics, and others so that others are able to better serve the deaf community.

Performs job placement activities for deaf/hard of hearing clients by teaching job seeking skills, assisting clients with their job search, assessing employment sites for accommodations and support, providing job coaching so that employment opportunities are maximized.

Develop strategies and conducts outreach efforts for agency by preparing and conducting presentations to external facilities and agencies; identifying and establishing liaisons with referral sources; developing and implementing strategies to address and enable service to underserved populations.

Provide on-site job coaching to clients and employers and co-workers so that clients learn to function on their jobs and employers and co-workers learn about hearing loss and its impact on communication and behavior.

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Advanced to Superior level American Sign Language, signed English, transliterating, specialized and technical signs sufficient to interpret in a school district or college environment.

Field of interpretation/transliteration which leads to ethical, accurate and confidential interpreting service for all clientele.

Relevant Federal and State laws (ADA, 504, MN Human Rights), Deaf culture, historical and current trends in the education, employment and lives of Deaf, hard of hearing and Deafblind people.

Language used in numerous arenas including but not limited to legislative, business, crisis intervention, legal, medical, social services, mental health, financial management, and employment.

Assistive technology available for clientele.

Academic standards and expectations in the areas of testing, research papers, term papers, etc.

Interpreters professional Code of Conduct and/or Registry of Interpreters for the Deaf (RID) Code of Ethics.

Registry of Interpreters for the Deaf (RID) Comprehensive Skills Certificate OR National Association of the Deaf (NAD) Proficiency Certificate Level III or higher (IV or V).

Skills in:

Advanced to Superior level American Sign Language, signed English, transliterating, specialized and technical signs sufficient to interpret in a school district or college environment.

Expressive and receptive interpreting so as to facilitate open communication.

Simultaneous mental and physical processing of auditory and visual information and formulation of an accurate interpretation of another's intent, spirit and sophistication of language.

Forecasting, synthesizing and extracting meaning in another's language, spoken or signed, and to produce an equivalent message into an intelligible form for all clientele.

Advocating for deaf/hard of hearing clients/students.

Use of assistive technology for the Deaf/hard of hearing.

Ability to:

Coordinate, schedule, direct the work of interpreters and sign language interpreters/specialists.

Identify and accommodate deaf/hard of hearing students/customers' language preferences and comprehension level.

Analyze and dissect textbook or other written materials sufficient to relay information to the customer.

Collaborate with instructors regarding teaching strategies to improve student, employee, and family sign language interpretation.

Effectively communicate with all people from diverse backgrounds and cultures.

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Operate computer technology using business software applications sufficient to create memos, reports, databases, spreadsheets, or presentations.

Operate and assist students with educational software or assistive technology that provides an accommodation to their learning.

Mentor a provisionally certified interpreter/transliterater who has either NAD level IV or V certification and interpreting/transliterating experience in an educational setting.

LEGAL OR LICENSURE REQUIREMENTS (These must be met by all employees prior to attaining permanent status in the class)

Upon entry into employment individual must possess and maintain (via applicable required CEU process) one of the following professional and valid certifications: National Registry of Interpreters for the Deaf (RID): Certificate of Interpretation and Certificate of Transliteration OR (RID)

SPECIAL WORKING CONDITIONS

N/A

Est.: 12/98  
Rev.: 10/16

Former Class Title: Sign Language Interpreter Lead