

Southeast Alaska Independent Living

Inspiring Personal Independence

Job Title: Staff Interpreter/Deaf Services Assistant

Part-time, 2-hours per day/10-hours per week

Department: Independent Living

FLSA Status: Nonexempt

Reports to: Pam Mueller Guy

Location: Juneau

Summary of Position: The purpose of this position is to provide sign language interpreting during business hours both in-house and in the community. When not interpreting, provides logistical support for Interpreter Referral Line, e.g. responds to requests for interpreters, interfaces with providers and interpreters, and provides necessary documentation; logistics for interpreter assessments and training; and general Independent Living program support.

Responsibilities & Duties:

Sign Language Interpreting

- In-house and in-community sign language interpreter

Other Support

- Schedule and log interpreter assignments
- Monitor invoices and interpreter timesheets
- Other duties as assigned

Skills & Abilities Required:

- Ability to work independently and as a team
- Working knowledge and proficiency with personal computers
- Proficiency in ASL interpreting

Preferable, but not required skills and experience:

- 5 years or more experience in ASL interpreting

Core Competencies:

- Embraces the independent living philosophy
- Serves as a role model for consumers of independent living
- Ability to work well with the providers, consumers, and the public
- Ability to work well in a team setting

Reporting to this position: None

Physical demands: ability to interpret up to 2 hours. Jobs of longer duration, two interpreters will be scheduled if possible. Ability to lift 50 pounds.

Work environment: SAIL offers a family friendly work environment. All SAIL offices are casual however interpreting jobs in the community vary as to the level of formality. SAIL encourages open and honest communication between team members. The work environment at SAIL is positive and friendly.

NOTES: Southeast Alaska Independent Living (SAIL) is an at-will employer.