



3 - 511 3rd Ave. North, Saskatoon, SK, Canada S7K 1X5
(306) 665-6575 (v), 665-9845 (TTY), 665-7746 (fax), email: sdhhs@sdhhs.com

EMPLOYMENT OPPORTUNITY

Interpreter/Communications Facilitator

Start date: Immediately

Deadline for applications: January 15, 2009

Location: REGINA, Saskatchewan

*Saskatchewan Deaf and Hard of Hearing Services, Inc., a provincial agency providing a variety of services to deaf and hard of hearing persons with offices in Saskatoon and Regina requires a full-time interpreter/Communications Coordinator, based in **southern Saskatchewan**.*

Job Summary:

The Interpreter/Communications Facilitator reports through the Manager of Communication Services to the Executive Director, and is responsible for the following:

- Providing community based sign language interpreting services
- Providing computerized note-taking services for oral deaf and hard of hearing persons
- Providing advocacy/Awareness/Public Education on Deaf, Deafened, and Hard of Hearing issues
- Assisting the Manager of Communication Services in the ongoing development and implementation of the communications service.
- Assisting the Executive Director in the day to day operations of the agency and in planning and policy development.

Responsibilities:

- Provide community based interpreter services in and throughout the province of Saskatchewan, as requested by community members, under the direction of the Manager of Communication Services.
- Provide computerized note taking services
- Complete and submit request forms, records and reports as required.
- Speak knowledgeably about the role and function of the interpreter and the right to access services.
- Understand and implement all aspects of the scheduling process.
- Act as a community resource regarding agency services and programs.
- Undertake administrative functions in the interpreter service program, as directed.
- Advocate for quality communication services on behalf of clients and community.

- Provide public education and awareness training on communication access.
- Participate as a team member in agency goals and projects.
- Act as agency representative to other agencies, organizations and committees specifically on communication issues, including the agency's mandate and mission.
- To perform other related duties, as required by the Manager of Communication Services, or the Executive Director.
- Compile and record interpreting and CNS statistical data on a monthly basis.
- Perform other duties assigned, as assigned by the Manager of Communication Services, or the Executive Director.

Qualifications:

- ITP diploma preferred with a minimum of 5 years experience or equivalent.
- Preference given to AVLIC members.
- Be in good standing with Deaf consumers or organizations.
- Good interpersonal skills and ability to network with key agencies and individuals.
- Computer literate and a practical knowledge of spreadsheets, word processing, and data base software.
- Ability to type at least 70 wpm and paraphrase would be an asset.
- Ability to work independently and display initiative and resourcefulness.
- Basic ability in statistical analysis.
- High degree of communication skills in all areas with ability to successfully negotiate over the telephone.
- Demonstrated leadership and initiative.
- Must have own vehicle and a valid driver's license and be willing to travel to various parts of the province (in most cases a rental vehicle will be provided).

Experience:

- Several years experience interpreting in the community setting.
- Thorough appreciation of Deaf culture and all that it implies both nationally and locally.
- Understanding of past, present, and future Human Rights issues in relation to Deaf, Deafened and Hard of Hearing people.

References:

- One from an interpreting agency or training program and two from Deaf community members or organizations

Pay scale

Commensurate with education and experience: \$35,000 - \$41,000 per annum.

Resumes can be emailed to: rcarver@sdhhs.com or mailed to:

#3 – 511 1st Avenue North
 Saskatoon, Saskatchewan
 S7K 1X5
 ATT: Roger J. Carver, |Executive Director