



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

EMPLOYMENT OPPORTUNITY

Sign Language Interpreter 2 positions: 1 Full-Time, 1 Temporary Maternity Leave Contract

Deadline for applications: February 17, 2014

Start date: 1 Full-time: Immediately
1 Temporary Maternity Leave: May 1, 2014-April 31, 2015

Location: SASKATOON, SASKATCHEWAN, CANADA

Saskatchewan Deaf and Hard of Hearing Services, Inc. is a provincial agency providing a variety of services to d/Deaf and hard of hearing persons with offices in Saskatoon and Regina, requires two full-time interpreters, based out of Saskatoon, Saskatchewan.

Responsibilities:

The Interpreter reports to the Director of Communication, and ultimately the Executive Director.

- Provide community-based interpreter services in and throughout the province of Saskatchewan.
- Support communication needs of Deaf and hearing employees
- Provide interpreting support for clients in employment and training situations
- Complete and submit request forms, records and reports as required.
- Providing in-house interpreting support for employees and clients
- 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, activities, and projects.
- Act as agency representative to other agencies, organizations and committees specifically on communication issues, including the agency's mandate and mission.
- Provide on-call emergency interpreting service as scheduled
- Perform other related duties, as required by the Director of Communication and the Executive Director.

Qualifications:

- A diploma from an accredited Interpreter Education Program preferred with a minimum of 2 years' experience or equivalent.
- Preference given to Association of Visual Language Interpreters of Canada (AVLIC) members.
- 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 work independently and display initiative and resourcefulness.
- Basic ability in statistical analysis.
- High degree of communication skills in all areas.
- 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 occasionally as needed (in such cases a rental vehicle will be provided for the most part).

Experience:

- Preference given to those with several years' experience interpreting in a 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 reference from an interpreting agency or training program
- Two references from Deaf community members or organizations

Remuneration:

Base salary starting at \$42,000, negotiable depending on education and years of experience

Please email or mail your cover letter and resume to:

SDHHS

#3 – 511 1st Avenue North

Saskatoon, Saskatchewan

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ATTN: **Anne Websdale, Director of Communications**

anne@sdhhs.com