

# Arkansas Department of Career Education

## Interpreter Job Vacancy Announcement

Recruitment Period:

Friday, September 02, 2016 through, Friday, September 09, 2016

Position Number: 22081756

Classification Title: Interpreter Class Code: M050C

Grade C116 Entry Level: \$30,713

The Arkansas Department of Career Education-Rehabilitation Services Division is recruiting for an Interpreter position. Interpreter is responsible for providing interpretive services for the hearing impaired. This position is located in the Central Office, 525 W. Capitol Ave., Little Rock, Arkansas 72201.

Thoroughly read the attached Interpreter Functional Job Description for qualification requirements, job duties, and responsibilities. This job vacancy is posted on the Arkansas State Jobs website.

### Employment Application Procedure

Apply online through the Arkansas State Jobs website at <http://www.arstatejobs.com> . Upload your current resume with your employment application.

Each candidate is expected to respond to the position-relevant questions that are posted near the end of the electronic employment application. The hearing impaired may telephone the Arkansas Relay System at 1-800-285-1131.

Applications and resumes are subject to inspection under the Arkansas Freedom of Information Act. Applications and resumes must be posted on the Arkansas State Jobs website by 11:59 p.m., Friday, September 09, 2016.

The Arkansas Department of Career Education-Rehabilitation Services Division is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, or political affiliation. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.

# Arkansas Department of Career Education

## Fiscal Support Specialist Functional Job Description

Position Number: 22081756

Classification Title: Interpreter Code: M050C Grade C116

### Position Summary

The Interpreter will function in the Central Office (Little Rock). This position responsible for providing interpretive services for the hearing impaired.

### Education and Professional Work Experience

The formal education equivalent of a bachelor's degree in Interpretation: American Sign Language/English, special education, social work, or a related field. Must have successfully attained at least a level 3 of the Quality Assurance Screening Test (QAST).

### Job Responsibilities

Assesses communication levels and education and experience of clients and selects the appropriate mode of communication to use in each interpreting situation including American Sign language, pidgin, signed English, oral, and mime. Provides interpreting or appropriate communication support, through the use of manual, oral, and graphic/visual modes of communication, to facilitate understanding between hearing and hearing-impaired persons. Arranges for contract services as needed and monitors consumer/client satisfaction. Evaluates clients' need for assistive devices and provides a plan of activity and printed information regarding the use of the equipment. Provides clients with training in job application and independent living skills. Designs curriculum, prepares course outline, obtains or reproduces books and materials, teaches sign language classes, and maintains library of sign language teaching curricula and client files. Documents interpreting assignments with case narratives, compiles data, and prepares activity reports listing source of requests, hours of service, mileage, and transportation provided. Provides information and/or training/workshops to various groups regarding interpretive services and roles, assistive devices, and advanced signing classes. May transport clients to medical or legal appointments as needed. Performs other duties as assigned. Knowledge of American Sign Language, signed English, and oral, manual, and graphic communication styles. Knowledge of the Code of Ethics administered by the Registry of Interpreters for the Deaf. Ability to translate spoken English to American Sign Language and vice versa. Ability to prepare and present oral and written information. Ability to develop, implement, and monitor the programs for the hearing impaired. Ability to teach sign language and give instruction in the use and care of hearing devices.