



Position Description **Auslan Interpreter**

Department:	Interpreting Services
Reports To:	General Manager, Interpreting Services
Location:	Darwin
Position Purpose:	The Auslan Interpreter will be proactive in enabling the Interpreting Service to respond to the access needs of Deaf, Deafblind and Hard of Hearing people by providing high quality interpreting in a variety of situations through both face to face and online bookings.

POSITION - KEY RESULT AREAS

Has direct responsibility over	[1] Recommends, advises, interprets	[2]
Shares responsibility with others	[3] Provides information	[4]

Accountability [1-4]

Interpreting [1]

An Auslan Interpreter will be required to:

- Provide high quality communication access for all customers including government media work.
- Be flexible to bookings allocated to them and to schedule changes in their day
- Be willing to accept occasional early or later appointments if necessary
- Be willing to travel from time to time to other regions of the Northern Territory based on customer need
- Advise the Customer Bookings Team of any changes to job details and activities throughout the day
- Work with other interpreters and customer booking officers in the provision and enhancement of the Interpreting Service
- Maintain NAATI Certification
- Abide by the ASLIA Code of Ethics and the organisation Code of Conduct

Operational Duties [1]

An Auslan Interpreter will be required to:

- Ensure awareness of all upcoming bookings by regularly checking the AC+ booking system for updates and communicating regularly with the Customer Bookings team
- Maintain accurate administrative records such as fortnightly timesheets, leave requests, statistical data and work reports as required
- Stay up to date with emails and organisational communications on MS Teams including Interpreting Service and organization wide channels
- Participate in team meetings, training sessions, whole staff forums and annual review meetings as requested
- Uphold and implement all relevant organizational policies and procedures



- Actively foster positive relationships with all key stakeholders
- Ensure interpreting activities benefit from collaborative approaches
Provide input to workplace innovation and improvements with a focus on growth and development of scalable systems and processes across the service

Other duties as directed

Decision Making

Decisions	Recommendations
To take appropriate action in relation to matters of urgency that may arise and make routine judgements on advice and information given, ensuring the safety of self, staff and other stakeholders	Make recommendations regarding policy and operational procedures to enhance the operational efficiency of the interpreting service

Primary Relationships

Internally	Purpose
General Manager, Interpreting Service	Direct Line supervision and support
Manager, Interpreting Service	Collaboration and support
Customer Bookings Team Leader, Interpreting Service	Collaboration and support
Customer Service Team Members	Collaboration and support
Interpreters	Collaboration and support
External	Purpose
All customers and stakeholders	Liaison, consultation and interpreting

Persons or functions that report to the position holder:

- Nil

Knowledge and Skills - Critical Skills

Requirement for Skills / Knowledge in this position

N = None	L = Little Need	D = Desirable
M = Moderate	I = Important	C = Critical



	N	L	D	M	I	C
Innovating						*
Planning						*
Organising						*
Financial Management				*		
Customer/Client Orientation						*
Administration						*
Auslan						*
Vision					*	
Data Gathering					*	
Evaluation						*
Problem Solving						*
Deciding						*
Implementing						*
Communicating						*
Lobbying					*	
Negotiating						*
Consulting						*
Participating						*

Selection Criteria

Essential

- NAATI Certification (Auslan and English) is an inherent requirement of this role
- Demonstrated experience in a diverse range of interpreting settings
- An in depth understanding and knowledge of NAATI certification requirements and ASLIA Code of Ethics
- Strong work ethic and professional approach
- Excellent listening, interpretation and communication skills
- Ability to work with minimal supervision and/or with a team
- Punctual and reliable
- Positive and flexible attitude
- Demonstrated commitment to ongoing professional development
- Excellent interpersonal skills with the ability to represent and promote the service in a professional manner
- NDIS Worker Screening Card and Ochre Card (or willingness to obtain these prior to commencement)



Desirable

- NAATI Certified Interpreter Level credential or higher
- Driver's licence

Salary

Salary will be based on qualifications and level of experience. Salary packaging will also be available.

Please sign below your agreement of the above position description.

Name _____ Signature _____

Date _____