

A Deaf-Owned, Small Minority Business Enterprise GSA # GS-10F-0468M • Cage Code # 07EZ8

Employer: **Birnbaum Interpreting Services, Silver Spring, MD**
Position(s): **ASL Translator (3 Full-Time & 12 part-time positions)**
Job Location: **Maryland Relay Center, Frostburg, Maryland**

Job Summary:

Birnbaum Interpreting Services (BIS) has new and exciting opportunities in the operations function of BIS for ASL Translators. Currently we are seeking three (3) full-time (40 hrs week) and twelve (12) part-time (up to 20 hrs for shifts listed below) to support the Maryland Relay Center located in Frostburg, MD. Candidates selected must be committed to be on board at the relay center no later than June 1, 2007.

Summary of Key Job Responsibilities:

Performs ASL Translation duties at the Maryland Relay Center by performing the following essential job functions for the following work hours and shifts:

Weekends (Saturday – Sunday)

1st Shift: 7:00 a.m. – 3:30 p.m.

2nd Shift: 3:00 p.m. – 11:30 p.m.

3rd Shift: 11:00 p.m. – 7:30 a.m. (3rd shift receives additional 15% night differential pay)

General Duties:

- Translate effectively between American Sign Language and English for relay calls.
- Maintain confidentiality regarding all call information
- Translate relay calls accurately, quickly and without deliberate alteration of the messages
- Utilize the “team” approach with relay operators to provide consumers with accurate, timely and effective communication

Education & Experience:

- Associates degree (A.A.) in Deaf Education Studies from a college or university; **or** three to five years related sign language interpreter experience and/or training; **or** equivalent combination of education and experience.
- Must pass the initial on translating between ASL and English, confidentiality, Deaf Culture, ethics and decision making skills.
- Required to take a typing test
- Proficiency in the use and understanding of American Sign Language required.
- Ability to translate between American Sign Language and English is required
- Experience in administering certification testing is highly desirable.
- Work related experience in a call center, relay center, telecommunications environment or comparable work environment is a plus.
- Ability to effectively translate between English and American Sign Language; must possess a comprehensive understanding of the Deaf Culture
- Excellent interpersonal skills both written and oral
- Project Management skills helpful
- BIS is an Equal Opportunity Employer. Deaf and hard-of-hearing candidates are encouraged to apply.

Talents & Characteristics:

- High level of integrity and demonstrated ability to handle sensitive and confidential information in a professional manner.
- Must be a “team” player instilling a positive environment and support the “team” concept.
- Detail oriented and strong organizational and time management skills
- Flexible and positive attitude with a desire to learn and develop.
- Capacity to work productively, multi-task, and thrive in a hectic, deadline-oriented environment with minimal daily supervision
- Ability to become informed, productive, & effective quickly



Video Relay Service ▪ www.BISVRS.com

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Salary: Commensurate with experience and qualifications

Benefits: For full time positions only: Offering domestic partner benefits, Group Health Insurance, Life Insurance, Voluntary Dental, 401K Program, Paid Vacation & Sick, Paid Holidays, Education Stipend, Employee Assistance Program and more.

Application Deadline: April 15, 2007

How to Apply: Submit resume and cover letter to:

Careers at Birnbaum Interpreting Services

Attn: HR Department

8555 16th Street, Suite 400

Silver Spring, MD 20910

(301) 608-2382 Fax

Email: careers@bisworld.com

Please place "ASL Translator" Vacancy in the subject line.

EOE. No phone calls please

8555 16th Street, Suite 300 ▪ Silver Spring, MD 20910

Info@BISWorld.com

Phone (301)587-8885 ▪ Fax (301)565-0366

www.BISWorld.com