



POSITION DESCRIPTION

Position Title:	Interpreter
Location:	Darwin, Northern Territory
Award/EBA:	Non-award – Mercer job evaluation system
Classification & Salary:	Salaried Officer Level 4
Reports To:	Manager NABS

POSITION SUMMARY:

National Auslan Interpreter Booking and Payment Service (NABS) is funded by the federal department of Families, Housing, Community Services and Indigenous Affairs to provide Auslan interpreters for medical and health care appointments around Australia. The Interpreter will undertake interpreting assignments and administration duties as required and in conjunction with NABS NT interpreting staff.

THE ORGANISATION:

Wesley Mission Brisbane is an agency of the Uniting Church in Australia celebrating 100 years of community service and aged care in 2007. Wesley Mission Brisbane's facilities and programs extend across Brisbane suburbs and the South East Queensland region offering residential care, independent housing and community care in the home for aged people. Community service programs include emergency relief, disability and employment programs, support for disengaged youth, youth-at-risk and young parents, family day care schemes and childcare centres. In addition, the National Auslan Booking Service (NABS) and the National Interpreting & Communication Services (NICSS) provide interpreting services for the Deaf community across Australia.

SALARY AND CONDITIONS:

This is a non-award position, classified under the Mercer job evaluation system.

RESPONSIBILITIES:

1. Undertake Interpreting assignments as required ensuring adherence to the AUSIT Code of Ethics and Code of Conduct at all times.
2. Accurately perform administrative duties including word and data processing, photocopying, filing, mailing and record keeping as required.
3. Assist with awareness raising and information dissemination relating to NABS and NICSS services and Deaf community issues.
4. Assist with the preparation and presentation of ad hoc events including, ordering, setup, liaison with suppliers and event management as well as other tasks as required/directed.
5. Assist with the preparation of reporting requirements.
6. Develop and maintain effective working relationships with AIS, relevant stakeholders and other allied agencies.

SELECTION CRITERIA:

1. Interpreter accreditation at Professional or Paraprofessional level (Auslan).
2. Solid understanding and knowledge of Deaf community and culture.
3. Current driver's license and an ability and willingness to travel within the Northern Territory as well as interstate in the course of duties.
4. Demonstrated high level interpersonal, verbal and written communication skills.

5. Demonstrated high level customer service skills and commitment to ensuring a quality customer experience.
6. Knowledge and appreciation of Indigenous culture and community issues in the Northern Territory.
7. Ability and willingness to gain knowledge of Indigenous Hand Talk.
8. Demonstrated experience effectively presenting information to small groups.
9. Demonstrated competence in the Microsoft Office suite of applications, particularly Word, Excel and Outlook.
10. Understanding and ability to quickly attain proficiency in a range of computer applications systems including mobile devices.
11. Understanding and commitment to working within a continuous quality improvement, team-based environment.
12. Understanding and commitment to the principles of Workplace Health and Safety.
13. Willingness to work within the Philosophy, Policies and Procedures of Wesley Mission Brisbane and The Uniting Church in Australia.

Certification:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Director, Human Resources Signature: _____ Manager
 Date: _____

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document, and agree to undertake the responsibilities to the best of my ability.

Employee: Signature: _____
 _____ Date: _____