



57 Regional Drive Unit D, Concord, NH 03301
603-224-1850 Voice, 603-224-0691 TTY
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Job Posting: Emergency Medical Interpreter Service (EMIS) Coordinator

Northeast Deaf and Hard of Hearing Services (NDHHS) is seeking a highly motivated individual with outstanding verbal, signing and written communications skills for the full time EMIS Coordinator Position. Applicant must be a certified interpreter with experience in medical settings. They must also possess strong interpersonal and organization skills.

Job Responsibilities, Duties and Requirements:

- Works closely with on call interpreters
- Works with NDHHS Referral Specialists
- Adhere to the NAD-RID Code of Professional Conduct.
- Adhere to NDHHS' confidentiality policy
- Coordinate and manage all aspects of the EMIS program
- Work closely with the Executive Director
- Act as a secondary on-call interpreter during evening, weekend and holiday hours.

Qualifications:

- NH Interpreter License required
- National Certification (NIC or equivalent) preferred
- Bachelor degree Preferred
- Fluency in American Sign Language and English
- Knowledge of Deaf Culture
- Strong interpersonal and organizational skills
- Documented training/experience in medical and/or mental health settings.
- Proof of a Criminal Background Check (required every 3 years)
- Proof of current Certificate of Liability Insurance - Proof of a Physical Examination/Health Screening, including the results of a 2-step Tuberculosis test (TB), within 12 months of employment.
- Proficiency in Microsoft Word, Excel, Access and Power Point

Salary:

- Competitive, depending on qualifications and experience

Application:

- Please provide resume and two professional references to:
Susan Wolf-Downes, Executive Director
Northeast Deaf and Hard of Hearing Services, Inc.
57 Regional Drive Unit D
Concord, NH 03301

Application deadline: February 15, 2012 or until filled