**Report on the Standard Operating Procedures for the Interpreter Pool for the**

**Nevada Commission for Persons who are Deaf, Hard of Hearing or Speech Impaired**

**Pool Announcement:**

The Nevada Department of Health and Human Services, Aging and Disability Services Division (ADSD) is pleased to announce it is seeking four full-time Certified Hearing Interpreters (CHI). These unclassified employee positions will make up the State Interpreter Pool, making sign language interpretation services available, when possible, to the Executive, Judicial and Legislative Departments of the Nevada State Government. These positions will also coordinate and provide mentoring services to sign language interpreters in the state.

Two positions will be based in Las Vegas, NV and two positions in Carson City, NV. Compensation includes a competitive salary and a full benefits package.

Applicants must be nationally certified through the Registry of Interpreters for the Deaf (RID). Applicants must also be registered with the state’s Interpreter/CART registry or be registered upon hire. (For more information on registration with the Nevada Interpreter/CART registry, please visit: <http://adsd.nv.gov/Programs/Physical/ComAccessSvc/Interpreter_Registry/Interpreter_Registry/>)

For a full position description including how to apply, visit the State’s Unclassified, Non-Classified and Board/Commission Positions web page (<http://hr.nv.gov/Sections/Recruitment/Unclassified-Non-Classified_Positions/>) and click on the position title, “Sign Language Interpreter and Mentor” in the left column.

**ADSD’s Standard Operating Procedures (SOPs) for the Interpreter Pool**

SOPs will include:

**Qualifications for the Pool Interpreters**

* Registered in Nevada - The pool interpreters will be registered in the Nevada Interpreter Registry, as required by NRS 656A.
* National Certification - The pool interpreters will be certified interpreters. A “Certified interpreter” means a person who has achieved a minimum standard on a national certification evaluation that addresses the knowledge and skills required to engage in the practice of interpreting. (NAC 656A.050)
  + Member in Good Standing – The pool interpreters will be current on their Registry of Interpreters for the Deaf (RID) membership and continuing education requirements to be in good standing. “Good standing” means being a current member and maintaining the necessary amount of Continuing Education Unit requirements of their certifying body. (NAC 656A.115)

**Standards**

* Must follow the Code of Professional Conduct put out by RID ([www.rid.org](http://www.rid.org)) with a strong emphasis on confidentiality.
* Dress standards – professional and interpreter appropriate.
* If available, interpreters will review materials to prepare for assignments.
* Follow the mode of communication of the recipient of services.

**Evaluations**

* Pool interpreters will have a quarterly evaluation where their interpreting work will be observed by a certified interpreter who is a member of the Communication Access Services (CAS) team to assess their skill and will be provided feedback for skill development.

**Mentoring**

Pool interpreters will implement and facilitate a mentorship program for interpreters in the state.

* There is no cost associated with the mentoring program, although interpreters who apply for the program may incur minimal charges in order to access certain tools, resources, or materials necessary for the program.
* The interpreter applying for mentoring services (mentee) will be matched with a Pool interpreter (mentor) with greater experience, skill, and/or knowledge in interpreting.
* Mentees will fill out a mentoring agreement with their mentors.
* A waiting list will be developed if the number of mentees exceed the available mentoring.
* The details of the mentoring relationship, including duration, will be established and adhered to.
* Mentees will have an opportunity to evaluate their experiences

**Outreach**

* Interpreters and ADSD staff will perform outreach to inform State agencies about the availability of sign language interpretation services through the Pool

**Interpreter Scheduling**

* Pool interpreters will work a full-time, 40-hour per week schedule which may vary as needed for interpreting, mentoring, and outreach events. The weekly schedule will not exceed 25 hours of interpreting and may include up to 50% local and regional travel.
* Requests for Pool interpreting services will be processed on a first-come, first-served basis.
  + The Legislative Counsel Bureau (LCB) will receive priority for scheduling pool interpreters during Legislative sessions.