



# PARTNERS Interpreting

8/26/22

Announcement: Hiring **hourly ASL freelance interpreters** for Knoxville, TN and surrounding counties.

**Our Team: Partners Interpreting (PI)** is a full-service sign language company headquartered in Massachusetts, owned and operated by two nationally certified interpreters, both born and raised in the Deaf community. Our office administration is bilingual and consists of both Deaf and hearing staff that are experienced and committed to communication access. PI is now coordinating Sign Language interpreters and captioning services for various organizations across Knoxville Tennessee and surrounding counties.

Experience a professional environment that provides tremendous care for your career. We assist with scheduling, HR documents, finance, pre/post assignment support, and more. We also offer a wide array of assignment types and a diverse and experienced network of interpreters to work with.

Our attention to detail, flexibility, availability, and family-style approach will make you feel right at home.





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## Positions:

- **Flexible hourly ASL interpreters-** Take as little or as much work as you want.
- **'Dedicated':** Work primarily or exclusively 3-5 days/week. This position has priority booking and works closely with our office staff sharing a calendar for availability.
- **'Staff'** interpreter: Staff commit a full business day (3,4 or 5 per week) and cover all types of work within a primary region. Additional work can be taken outside staff days. This is a benefit (Health, dental, 401k, paid time off, paid holidays etc..) eligible position.

## Work Options:

- On site, Knoxville, TN and surrounding counties
- Diverse work opportunities and assignment types. Settings: Healthcare, education and community interpreting
- One time and recurring/ongoing assignments; both independent and teamed assignments

## Policies:

- PI interpreters are **NOT** exclusive and can work with other organizations, institutions, and agencies
- Cancellation policies are in place to protect the time committed and confirmed by our interpreters. 'Cancelled billable' assignments within our policy timeframes are **fully payable to you**.
- Consumer "no-show" policy assures, you are still **paid your FULL confirmed time** regardless.

## Pay/Compensation:

- PI pays competitive hourly rates, commensurate with credentials, experience, and skill set
- Direct Deposit bi-weekly
- PI interpreters have pay differentials:
  - Time based: Business hours, evening/night and emergency/holiday pay
  - Setting based: conference, healthcare and legal work
- Paid full round trip travel time for all assignments
- Paid mileage and parking per customer contract

## Experience/Knowledge/Attributes:

- Minimum 3 years interpreting experience preferred
- Strong understanding of CPC and professional ethics
- Strong organizational and communication skills
- Excellent soft skills and professional attitude
- Positive, team oriented and flexible

## Education:

- State screened, BEI or National Certified (RID) preferred
- Minimum Bachelor's degree in interpreting or relevant education preferred



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**Advantages (the “*professional you*”)**

- Online scheduling platform to manage job offers, calendar, payment and reports
- Interpreters are onboarded as W2 ‘hourly’ employees, not contractors
- Professional development and skill/growth opportunities

**What to expect?** After contacting PI, we will request initial paperwork (resume), then schedule a time for a virtual meeting, which we usually set aside 2 hours to complete. You will meet with your colleague and our Co-Founder Jennifer Maloney to share your work experience, training and she will share information on PI, our work, expectations, process and more. We do a brief screening to allow you to showcase your fluency and range with ASL/English to give us a snapshot of your skillset. HR will send employee paperwork (I9, background check, DD, etc..) can be completed electronically after the appointment. Finally, after an introduction and orientation to your coordinator contact and online scheduling system profile, you’ll be ready to start accepting work in as little as 2 business days.

Join a team that is committed and dedicated to the interpreting profession, the Deaf ecosystem. Our entire team (office and staff) are actively engaged with the local Deaf/Interpreter communities through events, donations/sponsorships, workshops and more!

Please send resume and cover letter to Katie (“KW”) Winters at [HR@partnersinterpreting.com](mailto:HR@partnersinterpreting.com). Our team is growing, and we’d love for you to be a part of it! Contact us today for more information.