|  |
| --- |
| **The Leprosy Mission Nepal**  |
| **Job Description**  |
| **Job title** | Sign Language Interpreter(SLI)  |  Location | Kathmandu  |
| **Job Family**  | Programs  | Department / Team / Project  | FOUND Project |
| **Reports to** | Cluster Manager (CM) | **Responsible for** | None  |
| **Working hours**  | 8:30 am – 4:00 pm  | **Date of JD review** | 28th May 2021  |
| **Role Risk Assessment Level** |  | **Date of RRA** |  |
| **Signed by post holder** |  | **Signed by Line Manager** |  |
| **Overall purpose of job** | Sigh Language Interpreter (SLI) will bring significant experience in facilitate communication between the FOUND staffs and people with hearing impairment (and deaf people) with different level of sign language skills. The SLI will assist FOUND staffs to support smooth communication by accurately translating the sign language, carefully analyzing the temperament of people with hearing impairment and convey that with the other FOUND staffs to improve the communication approach.  |
| **Key tasks and responsibilities**  | **Project implementation**:Under the direction of Cluster Manager, SLI will implement SLI specific duty and will: * Have broad knowledge of technical and human resource vocabulary to facilitate communication in the workplace.
* Must have exceptional understanding of sigh language and deaf culture.
* Excellent communications and interpersonal skills: SLI will work with both the deaf and hearing audience, so it is important that they have exceptional abilities to communicate and build relationship with both worlds.
* Provide prompt, courteous, and improved service at all times.
* Must be able to show empathy to the people with hearing impairment and deaf people and respond to their concerns with sensitivity.
* Flexibility: be able to work within a changing schedule
* Interpreters may be required to provide backup interpreting service at external contracts.

**Monitoring, Learning and Sharing*** Keep track of people with hearing impairment and deaf people, field visit report and regularly report back to CM.
* Share beneficiary specific issues with Cluster and central office on timely basis.
* Support FOUND staff to collect compelling case stories/ complaint and feedbacks of deaf people.
* Report the complaint and feedback to CM or any cluster staff so that the issues are properly logged in complaint feedback log.
 |
| **Any special working conditions** | Certified Sing Language Interpreter  |
| **Notes applying to all jobs at TLMN**  |

|  |
| --- |
| TLM Nepal has a zero-tolerance policy towards any abuse, neglect and exploitation to all people. The post holder should have signed and must comply with all TLMN organisational policies, including the Safeguarding Code of Conduct and the Safeguarding Children & Vulnerable Adults Policy. |

 |
| **Person Specification**  | * Intermediate or +2 level Completion with 2 years of experience in related field
* Certified Sing Language Interpreter
* Excellent sign language skills.
* Demonstrated experience in the implementation of similar project Extensive experience in handling deaf people in large scale and solid understanding of the realities and complexities of working with deaf people from different walks of life.
* Excellent organizational skills and attention to detail;
 |