

# At Home Virtual Video Interpreter (Australia-wide) (Full time / Part time)

## Position Description

Convo Australia's mission is to connect humans through innovative and technical communication solutions shaped by cultural experiences. We are a Deaf-owned, Deaf-operated, and we are seeking a like-minded and passionate individual to join our team as an At Home Virtual Video Interpreter to support a new and growing company that aims to deliver the best video remote interpreting (VRI) services in Australia!

Convo Australia is an equal opportunity employer and we welcome **everyone** to our team. If you need accommodations during the application or interview process, please let us know.

In your application, please feel free to note which pronouns you use.

At Convo Australia, we redefine what it means to give back. We are all about elevating our community to new heights, and this is not possible without people who share the same passion for our culture and identity. If you feel we're the place for you, then join us and help us make a difference!

## Position Summary

As a Convo Australia At Home Virtual Video Interpreter, you will maintain Convo Australia's standard for excellence in interpretation by handling VRI assignments in an ethical manner to the utmost essence of interpreting professionalism.

## Responsibilities

- Provide a high quality Auslan-English interpreting experience for all parties
- Demonstrate strict adherence to industry-wide and professional ethics at all times
- Observe Convo's internal policies and procedures at all times
- Contribute to the development, high morale and positive culture of the company
- Maintain a friendly, professional appearance in accordance with internal guidelines
- Demonstrate a continuous commitment to professionalism, punctuality, and reliability
- Other duties as assigned

## Required Skills & Qualifications

- High competence in Auslan and spoken English
- At least five years of full time or equivalent part time/casual experience in professional Auslan-English interpreting, whether in a business, community, or VRI context, or otherwise
- Current NAATI endorsed qualification (Certified / Certified Provisional)
- Current ASLIA membership preferable
- Must have experience, knowledge, and skills necessary to interpret from home over video and telephone

- Strong interpersonal skills in all settings
- Understanding of and willingness to keep up with video technology, trends, and issues
- Ability and confidence to succeed both independently and in team settings
- Basic knowledge of computer technology

## **Technology Requirements:**

- Recent computer (3 years old or less with latest OS) with minimum of Intel® Core™ i5 processor (or equivalent)
- Minimum 8 GB RAM of memory
- At least 5GB of storage space with 40% of free space available
- High definition quality external webcam (720p minimum. e.g. Logitech C930e)
- Dedicated High Speed Internet access via ethernet connection with minimum 10mbps up/download speed
- Screen monitor with minimum size of 21 inches
- Google Chrome Web Browser
- High quality headset or Jabra wired speaker

## **Important Note:**

- Position may require flexibility to take on additional shifts when required
- Training will be a required as part of onboarding
- Background and police checks will be required as part of onboarding
- Your computer and internet connection may be assessed as part of the interview process to ensure suitability
- Following a successful interview, you will be invited to participate in a video assessment task to review suitability of your Auslan and English interpretation skills
- Applicants must be at least 18 years old, and be an Australian citizen or resident, or hold a valid work visa

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