



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

INTERPRETER REFERRAL COORDINATOR

Job Number: 20001070

Job Code: 51050V260216

Job Group: 5100 - ALLIED EDUCATION

Job Established: 10/16/2003

Job Revised: 02/16/2026

Grade: 14 Salary (MIN - MID):

\$22,602-\$33,903 - Hourly

\$3,672.84-\$5,509.24 - 37.5 Hr. Monthly Salary

\$3,917.68-\$5,876.52 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Receives, evaluates, and coordinates service requests for interpreters and captioners statewide; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS:

Must have a total of one year in any combination of the following: interpreting experience; coordination of interpreter referral or other deaf or hard of hearing therapy services; administrative work performed in the area of deaf or hard of hearing; experience as a teacher or rehabilitation counselor for the deaf or hard of hearing; or experience as an American Sign Language Instructor.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Additional experience in any combination of the following will substitute for the education on a year-for-year basis: interpreting experience; coordination of interpreter referral or other deaf or hard of hearing therapy services; administrative work performed in the area of deaf or hard of hearing; experience as a teacher or rehabilitation counselor for the deaf or hard of hearing; or experience as an American Sign Language Instructor.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Receives, evaluates, and coordinates scheduling of interpreters statewide. Coordinates and schedules interpreters and captioners statewide by independently evaluating incoming service requests, verifies service details, determines resource availability, and assigns qualified interpreters or captioners to state agencies. Resolves scheduling conflicts, prioritize urgent or time-sensitive requests, and ensures uninterrupted service delivery. Receives requests for interpreter services, assigns qualified interpreters, and completes confirmation of assignments. Responds to inquiries about the interpreter services and conducts outreach efforts to increase awareness of interpreting and serving deaf and hard of hearing constituents. Enforces the Registry of Interpreters for the Deaf (RID) and National Association of the Deaf (NAD) Codes of Ethic. Analyzes assignment complexity and communication demands by reviewing the environment, consumer needs, subject matter, and specialized vocabulary. Matches each request to interpreters or captioners whose certifications, licensures, and competencies align with the assignment. Ensures consistency with Kentucky Board of Interpreters (KBI) regulations, ADA requirements, and interpreting best-practice standards. Resolves last-minute scheduling issues. Identifies alternative providers or solutions, responds to emergency requests, and prevents service failures that would impair access for Deaf and Hard of Hearing individuals. Collaborates across agency units to support statewide communication access objectives. Documents service requests, updates databases, track assignments, maintains interpreter and captioner records, and safeguards confidential information in accordance with state and federal laws. Works with other departments to develop, revise, and maintain the Access Center Interpreter and Agency Handbooks, provider guidelines, communication access materials, and procedural documents. Ensures content remains accurate, aligned with ADA, KBI regulations, RID Code of Conduct, and evolving best practices. Distributes updates and provides clarification to agencies, interpreters, and stakeholders. Recruits and verifies credentials for interpreters and captioners. Monitors licensure status and ensures compliance with KBI requirements. Maintains updated provider profiles. Conducts statewide outreach to expand the provider pool and reduce service shortages.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Occasional travel may be required.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.