

Northwest Colorado Health

Interpreter/Translator

General Statement of Duties:

Facilitates communication between client and healthcare provider by verbal interpretation and written translation.

Supervision Received:

Works under the immediate supervision of a healthcare professional and the general direction of the clinic manager.

Supervision Exercised:

None.

Essential Functions:

1. Interpreting the client's own words as much as possible without paraphrasing, giving advice, inserting own comments, or making assumptions.
2. Interpreting the health professional's words exactly, changing them only to clarify the meaning of a word. The interpreter should always ask if she/he does not understand a word or idea to be interpreted.
3. Translating written information to be given to the client. Assisting the client in filling out various forms.

This description of responsibilities is intended to provide the essential functions of the position. Additional responsibilities may be added, as appropriate.

Education:

High school graduate preferred.

Experience:

1. Experience in cross cultural interpretation, facial expressions and body movements that may be specific to the culture.
2. Previous experience in bilingual interpretation in a healthcare setting.

Requirements:

1. Current immunization history, after job offer and before starting job.
2. Must be fluent in Spanish/and English.

Skills:

1. Adequate hearing to communicate. Must speak clearly and loudly enough to be heard.
2. Must be able to read and write in both English and Spanish.

Knowledge:

1. Agency and community service knowledge preferred.
2. Knowledge of medical terminology and/or nutrition preferred.

Abilities:

1. Must be friendly and able to establish rapport with clients.
2. Must be able to follow directions accurately.
3. Ability to adhere to the principles of confidentiality.

Equipment:

Telephone, computer, copier

Working Conditions:

1. Job involves sitting 50% of the day. Remainder of time may be spent standing, walking, reaching, or bending.
2. This position meets the criteria for category 3 of OSHA's guidelines for exposure to biohazards.

I, _____ acknowledge that on this date, I have received the following job description for my present position.

Signature of Employee: _____ Date: _____