

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 supervision of the Language Services 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 only basic guidelines for meeting each responsibility. Additional responsibilities may be added, as appropriate.

Education:

High school graduate or equivalent preferred, not required. Medical Interpreter Certification required (obtained in house). Bilingual required.

Experience:

Previous experience in bilingual interpretation in a healthcare setting preferred. Agency and community service knowledge preferred.

Requirements:

1. Must be fluent in Spanish/and English.
2. If car is used, must provide proof of adequate insurance coverage totaling at least \$300,000 combined and valid Colorado driver's license.
3. Two-step TB test upon hire or proof of TB test within the last year.

Skills:

1. 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 has been classified as Patient-Facing, a position in which the incumbent could reasonably be expected to routinely interact with patients and/or patient family members. Employees in Patient-Facing positions are exposed to healthcare conditions that may require additional training, immunizations, and use of Personal Protective Equipment (PPE).

This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

I, _____ acknowledge that on this date,

(Print Name)

I have received the following job description for my present position.

Signature of Employee: _____

Date: _____