

CHILDREN'S FRIEND AND SERVICE

JOB DESCRIPTION

Job Grade: 6

Job Title: Interpreter

Reports to: Home Visiting/Intake Manager

Qualifications: High School graduate required; associates degree or interpreter certification preferred. Some experience with providing translation services required. 1. A pleasant telephone manner, as well as excellent interpersonal skills when dealing with staff, clients, visitors and Board members and the ability to recognize and respect the need for confidentiality. Must be able to work flexible hours. Must have a valid driver's license, auto liability insurance, and a car to be used for work related tasks. Must be fluent in English, Spanish and Cape Verdean Creole. Must be able to translate written documents.

Duties

1. Provide interpretation and translation services for program staff by communicating effectively from English to Spanish and Cape Verdean Creole and from Spanish and Creole to English. This includes the full range of health and nutrition programs, including, but not limited to Early Intervention, First Connections, and the Nurse Family Partnership.
2. Maintain client records by completing all necessary documentation within established timeframes.
3. Attend all statewide and agency wide trainings, as needed for programmatic, agency and interpreting/translating requirements.
4. Constructively utilized formal and per supervision to evaluate and improve effectiveness in providing interpreting services to clients. This includes active participation in supervision, team meetings and agency meetings.
5. Pursue ongoing professional development through professional reading and attending relevant workshops and conferences (including Children's Friend's core training program).
6. Ensure appropriate practices and systems of programmatic billing, in collaboration with the Finance Department.
7. Contribute to the overall success and quality of the program by working and collaboratively with other staff members to address programmatic and agency-wide issues and needs.
8. Assist in publicizing the programs and educating others about agency services.
9. Meets established productivity standards for interpreting/translation services.
10. Interact effectively and respectfully with others and particularly with individuals whose backgrounds and life experiences are different from one's own.
11. Other duties as assigned.

I have the above list of duties pertaining to my position and agree to adhere to the policies and procedures of Children's Friend and Service.

Employee Signature

G/Agency/Job Descriptions/Administrative Support 2/7/08

Date