**BestCare Treatment Services**

**Position Description**

**Title:** Interpreter/Translator

**Program:** Madras Administrative

**Program Location:** Madras

**Supervisor:** Office Manager/Administrative Supervisor

**Employment Status:** Part Time

**FLSA Classification:** Non-Exempt

**Effective Date:** February 2016

**General Duties:** The Interpreter/Translator will interpret oral language or translate written text from one language into another.

**Job Relationships:**

* **Reports to:** Office Manager/Administrative Supervisor
* **Employees Supervised:** None

**Language:** English and Spanish – written & spoken required

**Specific Duties:**

* Interpret messages simultaneously or consecutively into specified languages while maintaining message content, context and style as much as possible
* Listen to speaker statements to determine meanings and to prepare interpretation
* Ability to consistently meet the departmental work schedule, as designated.
* Read written materials and rewrite into specified languages
* Translation of forms, letters, and other documents.
* Identify and resolve conflicts related to the meanings of words, concepts, practices or behaviors
* Check translations of technical terminology to ensure that they are accurate and remain consistent
* Adherence to the strict confidentiality rules and privacy practices of the agency in order to maintain compliance with ethical and legal standards
* Participate in service planning meetings, trainings, clinical meetings, and case coordination
* Other duties or special projects as assigned

**Minimum Requirements:**

* Must be a Qualified Health Care Interpreter and working towards Certification
* One-year experience as an interpreter and translator
* Thorough knowledge of the general subject to be interpreted
* Ability to express thoughts clearly and concisely in both languages
* Ability to work independently with little supervision required
* Ability to remain calm and flexible while working under pressure for tight deadlines in a busy environment
* Demonstrate experience in verbal and written communication in a professional setting as well as demonstrate experience working with a diverse population of clients and employees
* Ability to maintain absolute confidentiality
* Must be able to promote a positive influence within the company
* Must be a team player with active listening skills
* Exhibit a sense of urgency in all work and assignments

**Tools and Equipment Used:**

Must have competency in using a computer for word-processing, data base and internet usage. Must be able to operate usual office equipment such as fax, telephone, and photocopy machine. Ability to drive an automobile, with a record of safe driving, driver’s license and insurance required; work well with and be sensitive to the needs of children and families; and to support and promote the mission of the agency.

**Physical Demands:**

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand, walk, and use hands to handle, feel or operate objects or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee must occasionally lift and/or move up to twenty (20) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position requires the employee to dress in a professional manner that meets the standards for professional employees in Central Oregon.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE EMPLOYER AND THE EMPLOYEE, AND IS SUBJECT TO CHANGE BY THE EMPLOYER AS THE NEEDS FO THE EMPLOYER AND REQUIREMENTS OF THE JOB CHANGE.

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Employee Signature/Date