

Natividad Medical Foundation
Job Description

Job Title: Interpreter Trainee
Reports To: Director, **Indigenous Interpreting+®**
FLSA Status: Non-Exempt
Prepared By: Jennifer Williams, Director of Development, Natividad Medical Foundation
Prepared Date: March 11, 2015
Approved By: Linda Ford, President & CEO
Approved Date: April 20, 2015

SUMMARY

Under the direction and supervision of the Director, the incumbent serves as an indigenous interpreter for patients and staff and supports the operations of **Indigenous Interpreting+®**. Interpreter Trainees relay medical and personal information between speakers of two different languages in compliance with all hospital policies and procedures, particularly relating to patient confidentiality and informed consent.

REPORTING RELATIONSHIPS

The Interpreter Trainee reports to the Director of **Indigenous Interpreting+®**.

CONDITIONS OF EMPLOYMENT

From time to time, the trainee may be asked to work outside of the regularly scheduled work hours or asked to travel to locations away from the normal work site to conduct business. The trainee is not required to accept special assignments.

DUTIES AND RESPONSIBILITIES:

- Shadow staff interpreters to observe professional interpreting, take notes and discuss performance with supervisor **for the first two months of their internship.**
- With supervision, provide face-to-face and remote interpreting services for limited English proficient patients at Natividad Medical Center and for **Indigenous Interpreting+®** clients. Interpreting will be done with supervisor or his/her designee present. The Director may determine on a case by case basis **after the first two months** that the Interpreter Trainee has demonstrated sufficient language proficiency and interpreting skills to interpret on their own without supervision.
- Serve as a cultural resource to both patients and providers to contribute to successful outcomes.
- Provide customer service for clients interested in **Indigenous Interpreting+®** services.
- Participate in the creation of Medical Terminology Glossaries in English-Spanish-Indigenous language, including transferring terminology to the **Indigenous Interpreting+®** terminology database.

- Develop “Provider Scripts” for common patient/provider encounters with indigenous language speakers.
- Conduct research project related to the Interpreter Trainee’s indigenous language and culture
- Participate in evaluation of the **Indigenous Interpreting+®** program.

QUALIFICATIONS:

- Demonstrated proficiency of at least “Advanced Low” in Spanish and English as measured by NMF’s selected language test (American Council on the Teaching of Foreign Languages) is preferred.
- Completed a minimum of 40 hours of interpreter training.
- Familiarity and ability to work with diversity of cultural/socioeconomic backgrounds.
- General knowledge of cultural backgrounds of patients to be served.
- Good interpersonal, organizational, and time-management skills.
- Knowledge of office computer systems.

SUPERVISORY RESPONSIBILITIES

None.

INTERPERSONAL SKILLS

Must have superior relationship-building competencies with multiple, diverse constituencies.

CERTIFICATES, LICENSES AND REGISTRATION

California Driver’s License and proof of automobile insurance.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is regularly required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities that are required by this position include close vision, distance vision, peripheral 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 those individuals with disabilities to perform the essential functions

Fast-paced clinical, office and agency environments, with frequently changing priorities. Physically demanding with walking and standing time. Emotionally challenging, as some interactions may be highly stressful requiring maturity, composure & sound judgment.

Signature of Approval:

President & CEO

Date

ACKNOWLEDGMENT & RECEIPT

I acknowledge that I have received, read, and sought clarification of any questions I have about the content of this job description. I further understand that, in order for NMF to retain necessary flexibility to meet organizational needs, this job description may be modified from time to time.

Employee Signature

Date