

Job Posting

Position: Contractual Interpreter
Reports to: Director of International Services
Department: International Services

PURPOSE/SCOPE OF RESPONSIBILITY

Assists and enhances staff effectiveness by providing interpreting, translating and operational assistance

ESSENTIAL DUTIES, RESPONSIBILITIES, & COMPETENCIES

1. Assists staff by providing interpreting and translating in communicating with clients
2. Maintains client confidence and protects operations by keeping information confidential.
3. Translates written documents to and from English
4. Assists and supports the entire staff in any tasks needed to ensure smooth operations of the agency.

OTHER DUTIES, RESPONSIBILITIES, & COMPETENCIES

1. Shares professional knowledge with staff by seeking out professional development opportunities and sharing new learning with staff.
2. Supports agency operations by appropriately representing the agency in all forums and by demonstrating commitment to agency philosophy, mission, goals, policies and procedures.
3. Contributes to effective use of agency resources by identifying and implementing options for cost containment.
4. Contributes to team effort by accomplishing related results as needed.
5. Uses time effectively by appropriately planning, organizing and scheduling required work hours to meet agency needs.
6. Demonstrates effective judgment by making appropriate decisions, as well as conducting and maintaining a professional manners and appearance at all times.
7. Maintains safe and clean working environment by complying with health and safety guidelines.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High School Diploma required
- Experience working with multicultural, diverse populations, including refugees.
- Multilingual ability required
- Must have excellent organizational skills to work in a team-oriented, fast-paced environment

REQUIRED LANGUAGE SKILLS

- Ability to express oneself in an articulate and effective manner both verbally and in written communication.

REQUIRED REASONING ABILITY

Ability to deal with abstract as well as concrete concepts, problematic people and situations.

Ability to define problems, collect data, establish facts and draw valid conclusions.