Mid-Iowa Community Action, Inc. **Job Description**

**TITLE: Interpreter/Translator**

**Location: Varies**

**Reports to: Assigned Supervisor**

**Job Summary**

Contribute to mission and vision of MICA by creating a positive, respectful, and safe environment when working with children, families and agency and community partners. Perform an oral interpretation and/or a written translation of conversations or messages into specified language, maintaining content, context and style as much as possible. Must have knowledge of the structure and content of the English language and the specified language, including the meaning and spelling of words, rules of composition, and grammar. May perform duties in family homes, group meetings or classrooms. This is a casual position – will work on an as-needed basis. This position may perform regular duties at alternatives sites with permission of the assigned supervisor.

**Summary of Essential Job Functions**

Build and maintain positive relationships with families, program, agency and community partners, and volunteers.

Compliance

* A staff member with interpretation or translation skills will be designated as an Interpreter, a Translator or both based on an assessment done by the Human Resources Department.
  + May do oral interpretation of discussions, or provide direct service in specified non-English language if approved as an Interpreter.
  + May provide written translation of documents and messages into specified language if approved by the agency as a Translator, and only at the direction of the supervisor.
* Either in person or by phone or other electronic device, orally interpret messages simultaneously or consecutively into specified languages, maintaining message content, context, and style as much as possible.
  + Ensure interpretation is accurate, appropriate for the population served, and understood by the population served
* Attend home visits as requested
* Prepare written translations of messages into specified languages, maintaining message content, context and style as much as possible.
  + Ensure translation of documents is accurate, appropriate for the population served, and understood by the population served
  + Prepare and transmit documents electronically
* Check translations of technical terms and terminology to ensure that they are accurate and remain consistent throughout translation revisions.
* Refer to reference materials, such as dictionaries, lexicons, encyclopedias, and computerized terminology banks, as needed to ensure translation accuracy.
* Follow ethical codes that protect the confidentiality of information.

Develop skills and knowledge related to the position

* Attend all trainings as required
* Complete and maintain certifications as required
* Must obtain and maintain First Aid and CPR certifications
* Compile terminology and information to be used in interpretation and/or translation, including technical terms

**Knowledge, Skills and Attitudes:**

* Able to read, write and speak the English language and the specified language
  + Must have knowledge of the structure and content of the English language and the specified language, including the meaning and spelling of words, rules of composition, and grammar
  + For oral interpretation - demonstrate a level of proficiency interpreting conversations into specified language, maintaining content, context and style as much as possible
  + For written translation – demonstrates a level of proficiency in writing in English and other specified language, including the meaning and spelling of words, rules of composition and grammar.
* Committed to the concept of diversity and the inherent worth of every individual
* Understanding of the dynamics and issues of poverty
* Dedicated to continuous learning
* Strong teamwork skills. Able to collaborate in a positive and respectful way with families, agency co-workers and community partners
* Strong interpersonal skills – ability to quickly establish constructive and cooperative working relationships with staff and participants and maintain them over time
* Must be able to maintain confidentiality
* Basic computer skills. Knowledge of Microsoft Office. Must be able to learn and effectively use Microsoft Word.

**Working Conditions (Essential physical, mental and emotional demands):** *The 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.*

* This is a casual position, will work as needed
* Must be able to navigate stairs to access some homes
* The person in this position frequently communicates with colleagues and community partners, both one-on-one and in larger groups. Must be able to exchange accurate information in these situations.
* Occasionally drives to meeting venues. Must have and maintain reliable transportation, a valid driver’s license and proof of automobile insurance
* Occasionally lifts, carries or otherwise moves and positions objects weighing up to 30 pounds when setting up equipment and supplies
* Frequently operates a computer and other office productivity machinery and devices, such as a copy machine, a computer printer, and an IPad or tablet.

**Education & Experience**

**Required:**

* High school diploma or GED/HiSET
* Demonstrated level of proficiency in reading, writing and speaking the English language and other specified language in order to provide oral interpretation and written translation

**Preferred:**

* Previous interpreting/translating experience
* Demonstrated level of proficiency in reading, writing and speaking the English language and other specified language in order to provide written translation

**Other:**

**Candidates offered the position must meet the following criteria:**

* Successful completion of all background checks at hire and thereafter according to agency and program standards
* Must have a pre-employment physical examination, and every three years thereafter, to prove ability to perform work duties.
* The physical exam must include any necessary testing for communicable diseases, including a TB assessment as required by the Iowa Department of Human Services Child Care Licensure standards.
* Staff who work in centers that serve infants or who do home visits will be required to have a Tdap immunization

**Other Duties**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Additional information

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| --- | --- | --- | --- |
| Program | May work in multiple programs | Management? (Yes/No) | No |
| Generic title | Interpreter/Translator  Individuals will be assessed and assigned a classification as either an Interpreter and/or a Translator | FLSA status | Non-exempt  Casual |
| Pay grade | BAND 5 | Revised | March 2020 |
| EEO 1 Category 3 | Professional |  |  |

**Approved By HR for:**

Conversation: Yes\_\_ No\_\_

Oral Interpretation: Yes\_\_ No\_\_

Informal Written Translation: Yes\_\_ No\_\_

Formal Written Translation: Yes\_\_ No\_\_

Per assessments completed on\_\_\_\_\_\_\_\_\_\_\_\_.

**EQUAL OPPORTUNITY EMPLOYER**

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Signature of Employee Date