



Employee Name: _____
Position: _____
Date: _____

Medical Spanish and English Interpreter (MII) Job Description

Position Overview:

The Interpreter will convert oral speech from one language to another in a variety of contexts.

Supervision Received:

This position is directly accountable to the Chief Admin Officer

Essential Duties and Responsibilities include the following. *Other assignments, projects, and duties may be required:*

- To be fluent in, and have thorough understanding of the Spanish language
- To be able to recall as needed to remember spoken words and accurately reproduce them in the desired language.
- To be able to work well under pressure and in intense situations.
- Facilitates communication between patients with limited English proficiency (LEP) and health center staff.
- Responsible for providing face-to-face interpreting between patients and providers, and may also work with other individuals, such as family members or a patient representative.
- May provide cultural information to facilitate support for a treatment plan.
- May produce written and/or audio statements in the Spanish language for unique listening and/or reading audiences.
- May perform Reception/Front Desk/ Appt. Clerk duties for LEP patients
- Protects the confidentiality of information and adheres to any related ethical or professional codes.
- Promotes a professional work environment through maintaining confidentiality of patients and clinic operations, encouraging teamwork and cooperation, sharing expertise and job duties, and participating in training and meetings as requested.
- Perform all other duties as assigned

Qualifications:

- High School Diploma/GED
- Medical Interpretation Certificate Preferred
- 2+ years of experience preferred
- Administrative Writing Skills.
- Reporting Skills.
- Scheduling.
- Microsoft Office Skills.
- Organization.
- Time Management.

- Knowledge of Basic Office Equipment
- Travel Logistics.
- Verbal and Written Communication.
- Ability to establish and maintain effective, courteous working relationships with staff team members and Board members.
- Ability to work under pressure in a fast-paced environment.
- Ability to work flexible hours to meet job requirements
- Ability to be a team player. Support and assist team members. Be available to help, and learn from the team. Keep an open mind to feedback, and earn trust of staff and providers.

Working environment/Physical activities:

- Requires periods of standing and walking.
- Requires long periods of time sitting while on the telephone and/or doing computer work.
- Requires sufficient near vision to be able to read documents and computer screen.
- Essential to have ability to lift, carry, push and pull up to 35 pounds.
- Essential to have ability to use routine office equipment such as computer and telephone.
- Essential to have ability to stoop, kneel, bend, crouch, twist and reach.
- Essential to have ability to hear routine conversations.
- Essential to have ability to comprehend both oral and written communications.
- OSHA Classification is Category I: All procedures or other job-related tasks that involve an inherent potential for mucous membrane or skin contact with blood, body fluids or tissue, or a potential for spills or splashes of these fluids.
- HIPAA Classification: Unrestricted Access: A workforce member with unrestricted access will have full access to patient’s protected health information, including the patient’s entire medical record, for patient care purposes.

Supervisory Duties:

This job has no supervisory responsibilities.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualification associated with this job. Job duties can change at any time.

Salary Range:

\$18.00/Hr to \$20.00/Hr

By signing below, I acknowledge that I have read the following job description and I understand what is expected of me. I also understand that my job function can change at any time.

Signature: _____

Date: _____

Print Name: _____

