

**ELEMENT CARE**

TITLE: Interpreter I

UPDATED: 8-11-2020

JOB FUNCTION: Operations

FLSA STATUS: Non-Exempt

**GENERAL SUMMARY:**

The interpreter provides language interpretation services between limited English proficient speaking patients/families and the site's care providers.

**Essential Responsibilities:**

- Provide accurate translation services for participants in social and informational settings.
- Maintain proper medical terminology vocabulary and fluency both in English and target language.
- Maintain appointment calendar with both internal and external interpreter resources.
- Accompany participants to outside appointments as needed.
- Apply cultural differences with the needs of the participant.
- Accurately maintain interpretation tracking forms.
- Schedule agency interpreters for appointments at site.
- Ensure team/site goals are achieved by participating in administrative and/or operational tasks, as needed.
- Position may include duties that require wearing a face mask where a seal is critical. Incumbent may be required to not have facial hair that interferes with a tight seal of the respirator.
- Performs other duties as required.

**Job Specification:**

- High School Diploma or equivalency and Certified Medical Interpreter designation from accredited post-high school institution.
- The ability to speak fluently in both English and target language, communicate well verbally.
- 0-2 years experience translating in a healthcare setting preferred.
- Elder experience preferred.
- Excellent office based computer skills in MS Office.
- Frequent local travel.

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