



Job Description: Foreign Language Interpreter

Summary:

A Language Bank Interpreter provides professional interpretation services to assist in the communication between people who are limited in their proficiency of the English language and service providers in judicial proceedings, health settings or social services venues.

Qualifications:

- High School Diploma or equivalent required. Two years of college preferred.
- Demonstrate an advanced proficiency level in English and target language (Proficiency testing may be required)
- Certificate of successfully completed a minimum of a 40-hour National Recognized Interpreting Training
- Ability to provide effective, accurate and impartial interpretation, both receptively and expressively of English to the target language and from the target language to English.
- Ability to read and write proficiently in both English and the foreign language
- Ability to work independently, analyze and make sound judgments in order to resolve problems and concerns
- Two years of related experience preferred.
- Acceptable criminal background check.
- Possesses a valid US driver's license.

Responsibilities:

- Renders the message faithfully; always conveying the content and spirit of the speaker, using the language most readily understood by the person(s) being served.
- Ready to perform any of the three interpreting modes: consecutive, simultaneous and sight translation at any point in time depending on the situation.
- Must be dependable, reliable and prompt at all times.
- Keeps all assignment-related information strictly confidential
- Accepts assignments using discretion with regard to skill, setting and the clients involved.
- Must be willing to travel in any kind of weather and work a flexible schedule
- Functions in a manner appropriate to each interpreted situation; demonstrating professional appearance, conduct and promptness.
- Follows the interpreter code of Ethics for Medical and Legal settings designed by a recognized entity such as IMIA, NAJIT, NCIHC.
- Perform other related duties incidental to work described herein to assist in meeting the goals of Ascentria and the department.

Physical/Mental Demands:

While performing the duties of this job, the employee is regularly required to:

- Stand; walk; sit and talk or hear
- Have specific vision abilities including close vision, distance vision, night vision, peripheral vision depth perception and ability to adjust focus
- Use hands to finger, handle, or feel and reach with hands and arms
- Look at a computer screen regularly
- Sit for long periods



- Climb stairs periodically
- Lift or move up to 20 pounds, on occasion
- Drive own vehicle to various sites at all times of the day/evening

While performing the duties of this job, the employee is regularly required to:

- Problem solve
- Make decisions
- Interpret data
- Work with a high degree of concentration to complete detailed interpretation assignments
- Multi-task
- Work under stress and in a fast-paced environment.