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## JOB DESCRIPTION

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**CLASSIFICATION:** Non Exempt

**POSITION TITLE:** Interpreter

**PROGRAM NAME/  
LOCATION:** West Salem Clinic  
150 Kingwood Ave NW

**EMPLOYMENT STATUS:** Full Time

**SUPERVISOR:** Nursing Supervisor

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**FUNCTION:**

To interpret Spanish/English to patients and Clinic staff.

**SUPERVISORY DUTIES:**

None.

**GENERAL DUTIES:**

1. Consistently performs specific assigned daily and general duties; meets deadlines.
2. Regularly attends and participates in assigned meetings.
3. Meets established attendance criteria and starts work promptly.
4. Knows and consistently implements all approved policies, protocols and procedures.
5. Regularly supports compliance and accreditation efforts as assigned including, but not limited to OSHA, JCAHO and HIPAA.
6. Consistently supports the organization's mission as defined by the Board of Directors and the Executive Director.
7. Participates in cultural competency training and uses culturally appropriate actions and language at all times.
8. With the immediate supervisor, sets and achieves annual goals for job performance improvement.

9. Polices the entire work environment, insuring the entire facility, indoors and outdoors, is kept as clean and orderly as possible.
10. Effectively participates as a member of the team and promotes teamwork.
11. Consistently demonstrates good use of time and resources.
12. Consistently interacts with clients and staff in a manner that reflects favorably on the organization.

**SPECIFIC DUTIES: (The first five are Core Competencies)**

1. Assist in making appointments over the telephone and in-person for Spanish-speaking patients. Maintains strict confidentiality.
2. Interpret between patients and Clinic staff.
3. Communicate effectively in a professional manner. Complete paperwork in appropriate language as directed by supervising staff.
4. Interaction reflect favorably upon the organization.
5. Demonstrate good problem-solving skills.

**QUALIFICATIONS:**

1. Must have high school diploma or equivalent.
2. Must be fluent in both English and Spanish.
3. Ability to translate oral and written communication.
4. Able to work flexible hours.
5. Must interact effectively and courteously with patients and staff.
6. Valid Oregon Driver's License and proof of automobile insurance.

**PHYSICAL ACTIVITIES AND REQUIREMENTS OF POSITION:**

1. The physical activity of this position may include: stooping, reaching, standing, walking, typing, and lifting.
2. The worker is subject to inside environmental conditions.
3. Light work, Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects.

**HAZARDS OF POSITION:**

1. The worker is exposed to infectious diseases.
2. The worker is exposed to unpredictable behavior.
3. TB testing - high risk
4. Hepatitis B testing - high risk