



**NeighborImpact**

Supporting People, Strengthening Communities.

## Head Start Second Language Translator/Interpreter

*Are you passionate about children and families? Do you want to help Central Oregon children get the very best start in life? Are you bilingual and looking for a flexible work schedule? Then the Head Start Second Language Interpreter Translator position is for you! Come to work for one Oregon's 100 Best Non-Profits and help affect constructive change in people's lives.*

**Location:** Head Start locations throughout Central Oregon

**Compensation:** \$17.90/hour

**Hours:** On-Call – hours not guaranteed

**Benefits:** Paid time off for sick, EAP, retirement and other benefits

**Deadline:** Year round opportunities

### NeighborImpact's Head Start program Overview

NeighborImpact Head Start and Early Head Start provide free quality preschool and social services to 445 children and families from pregnant woman to children ages 0-5 throughout Crook and Deschutes County. The program provides quality classroom learning in addition to resources that enable access to health and dental care, family support, nutritional meals, family engagement, social/emotional and physical development, nutrition and more. Head Start is actively working toward expanding the implementation of full day preschool in Central Oregon communities to support school readiness. For those interested in working for NeighborImpact's Head Start program, job applications can be found at [www.neighborimpact.org/jobs](http://www.neighborimpact.org/jobs).

### Overview of Key Duties and Responsibilities:

This position is responsible for providing professional translation and interpretation services to support communication between children and families, Head Start Staff and community service providers and to provide information on the cultures represented by families served.

### POSITION QUALIFICATIONS:

- Verbal and written fluency in specified second language and English
- Employment or volunteer experience interpreting and translating from English to specified second language and specified second language to English
- Employment or volunteer experience preferred working with adults in a helping or teaching capacity
- Employment or volunteer experience in social services preferred
- Current or past Head Start parent preferred
- Must be able to kneel, stoop, bend, and sit on the floor to attend to children's needs. This position is rated as active and regularly requires the individual to lift 30-50 pounds
- Must be able to ride a school bus with children for assigned periods of time
- Must have an initial health examination, including a TB screening, and a periodic re-examination (as recommended by health care provider) to assure that the employee does not because of communicable diseases, pose a significant risk to the health or safety of others, that cannot be eliminated or reduced by reasonable accommodation
- Prior to date of hire and throughout employment, certification of the following are required: valid driver's license (access to reliable transportation), proof of current auto insurance, current enrollment in the OR Child Care Division-Criminal History Registry and within 60 days of hire, Pediatric CPR/First Aid certification

For further details and instructions on how to apply, please visit our Website at

[www.neighborimpact.org/jobs](http://www.neighborimpact.org/jobs).

Revised Job Posting – 7/14/19. For a complete job description visit our Website at: <http://www.neighborimpact.org/> and click on the "Work For Us" tab.

NeighborImpact is an Equal Opportunity Employer. Equal employment opportunity includes, but is not limited to, employment, training, promotion, demotion, transfer, leaves of absence, and termination. All applications will be considered only on the basis of the applicant's knowledge, skills, and ability to perform the essential functions of the position, with or without reasonable accommodation. It is our established policy to provide equal employment opportunities to all qualified persons without regard to race, color, religion, sex, pregnancy, gender, sexual orientation, age, national origin, physical or mental disability, military or veteran status, genetic information, citizenship status, or any other protected classification, in accordance with applicable federal, state, and local laws.