

# NEIGHBORIMPACT JOB DESCRIPTION

**Job Title:** Second Language Translator and Interpreter

**Reports To:** Diversity Services Coordinator/Advocate

## **I. Job Purpose:**

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. Work is supervised by the Diversity Services Coordinator/Advocate.

## **II. Duties, Tasks, and Responsibilities:**

### **Interpretation**

- Interpret for Head Start families during education and family service home visits.
- Provide interpretation for family members at parent meetings, parent educational classes, parent support groups, program orientations, Policy Council, and NeighborImpact Board meetings.
- Accompany families to medical, dental and mental health appointments to provide interpretation.
- Receive (and return) telephone calls from clients and communicate with Head Start and other NeighborImpact staff regarding family needs.
- Place telephone calls to Head Start families as requested by staff to provide and collect information.
- Assist children in classrooms and on buses to ensure safety and allow for full participation in educational activities.
- Interpret for children and parents during the completion of health, dental, developmental and mental health screenings.
- Assist classroom staff with the written labeling of child activity centers, furnishings and facilities.
- Interpret for Head Start parents as they participate in community meetings and activities on behalf of the NeighborImpact Head Start program.

### **Translation**

- Translate, from English to specified second language, program materials such as flyers, newsletters, meeting minutes, meeting agendas, program calendars, program and community service information, so as to ensure that families can fully participate in program activities and services.
- Translate written communications to individual families such as letters, field trip information, conference notices, etc.

### **Miscellaneous**

- Provide consultation to/for Head Start staff around the cultures of participating families and culturally competent services for those families.
- As assigned, participate on the Head Start program diversity committee, planning committees and other committees, to increase the program's ability to provide quality services to families.
- Assist with recruitment and enrollment of Head Start children and families.

## **III. Knowledge, Skills and Abilities:**

- Ability to interpret simultaneously during meetings and classes.
- Ability to accurately translate written information from English to specified second language and specified second language to English.
- Demonstrated ability to maintain confidentiality.

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- Knowledge of the cultures of local families.
- Demonstrated ability to be prompt and dependable.
- Ability to work cooperatively with all other Head Start positions.
- Demonstrated ability to be sensitive, tolerant, and respectful of cultural and individual differences among children and adults.
- Ability to follow Head Start program “Standards of Conduct” and NeighborImpact “Employee Handbook Section C: Employee Conduct”

## IV. 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
  - Proof of current auto insurance. Must provide current liability insurance.
  - Current enrollment in the OR Child Care Division-Criminal History Registry
- Within 60 days of hire, Pediatric CPR/First Aid certification is required.
- Above certifications must be kept current to remain employed.
- Access to reliable transportation required.

## V. Position Details:

- The duties outlined in this job description are not all inclusive and additional duties and tasks will be assigned as required.
- Fair Labor Standards Classification: **Non-Exempt**
- NeighborImpact is an equal opportunity provider

## VI. Signatures:

Employee Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_