

JOB TITLE: INTERPRETER/TRANSLATOR (Non-Exempt)

Language Required: Spanish

The **mission** of **The Warren Center**, *for children with developmental differences* is to **provide quality services for children with developmental differences or disabilities and caring support for their families.**

Our **vision** is that **children with developmental differences or disabilities achieve their full potential.**

We accomplish our mission and vision by:

- a) ensuring that each child makes developmental gains
- b) ensuring that families have the tools to understand, support, and advocate for their children;
- c) demonstrating leadership in our field which assures community investment; and
- d) being responsible stewards of our human, financial, and capital resources.

The **values** of **The Warren Center**, *for children with developmental differences* include:

- **Children and families come first.**
- We can be **trusted** to support children, families, and the agency to move forward, set goals, create and implement action plans, and evaluate the process and results.
- We are **resourceful** in making decisions and solving problems.
- *We behave **ethically*** both in professional and business behavior.
- Professional **expertise** is paramount to providing quality services.

Job Purpose

The interpreter/translator supports the overall mission and purpose of **The Warren Center** by effectively providing accurate interpretation and translation for non-English-speaking families of the agency and its programs.

Primary Responsibilities

Interpretation/Translation services are designed and implemented to meet the needs of children and families.

Responsibilities include:

- Accompany professional staff to home visits and other meetings with families to assist in communicating in the family's primary language.
- Translate forms and reports for families as needed.
- Assist other staff in scheduling and confirming appointments by phone and in writing as needed
- Assist families in accessing additional community resources, if interpretation is needed.
- Be familiar with **The Warren Center** ECI policies and procedures to assist families' understanding
- Document services delivered to families for professional staff to ensure appropriate billing and documentation

Transdisciplinary teaming ensures that the developmental needs and service delivery needs are comprehensive and meet the needs of the child and family. Responsibilities include:

- Collaborate with staff and families in a non-judgmental, healthy, helping relationship
- Joint program planning
- Mutual support
- Active agency participation and involvement
- Share self and knowledge with team members
- Supervise student interns or volunteers as appropriate

Professional development activities are planned and implemented that advance the individual capabilities of the Interpreter/Translator and meet the needs of the program and the agency. Responsibilities include:

- Demonstrate professional and ethical practice at all times
- Endorse **The Warren Center** philosophy and goals
- Participate in staff meetings and agency events as appropriate
- Serve as a resource for agency and community opportunities
- Be a contributing member of team and agency

Qualifications

Education:

- Required - High school diploma or GED
- Preferred - Vocational, Technical, or College courses in child development or child care

Licensure/Certification/Registration

- None

Medical

- Within 6 weeks of employment:- Negative TB tine test or physician statement of positive reading not posing health threat.

Experience

- Required: 2 years experience interpreting from one language to another and providing written translation for the language required for this position.
- Preferred: native speaker of language required and verbal and written English proficiency

Additional Skills and Abilities

- Required - Strong interpersonal and communication skills to interact with children, families, team members, physicians, and professionals in related fields; ability to adapt to persons using a variety of communication skills and styles; organizational skills and ability to meet the paperwork demands; ability to appropriately observe professional boundaries with clients; ability to work a flexible schedule including some night visits.
- Preferred - Teamwork skills, ability to work amid distractions .

Working Conditions

- Physical requirements - Work requires moderate physical exertion, including pushing, pulling, lifting, carrying up to 50 pounds, kneeling, stooping, sitting on floor, rising from sitting, walking, standing. Also requires finger dexterity and good vision.
- Cognitive or Mental requirements - Ability to read, write, and perform simple math; assist in developing plans, strategies, outcomes based on information provided by others.
- Working Environment - Work is performed in an office shared by several people, therapeutic playroom, child-care setting or client home. It includes driving to and from a variety of settings within the program’s service area. Policies exist regarding Universal Health Precautions and Safety in the Workplace: training is provided and practice of these procedures is monitored for all staff.

Supervision

- This position reports directly to a Team Leader and to the Program Director-ECI, and indirectly to the CEO.

My signature indicates that I understand and agree to the responsibilities of this job as described.

Date Signature

My signature indicates that I understand and agree to the responsibilities of this job with the following reasonable accommodations: _____

Date Signature
 Accommodation accepted:

Date Signature and Title