

JOB TITLE

CLINIC/OUTREACH INTERPRETER

**VOLUNTEER DEPT.
CONTACT PERSON**

Lauren Chandler (503) 535-3840 laurenc@outsidein.org

COMMITMENT

4 – 8 hours week, at least 3 months

PURPOSE

Provide accurate medical interpreting for our clinic’s Spanish speaking population.

PROGRAM

Medical Clinic and Outreach Program

DUTIES

- Providing accurate and clear medical interpreting between Spanish speaking clients and clinic doctors, medical students, medical and clinic assistants
- Spanish language liaison between the medical provider and patient
- Attending to patient inquiries at the front desk and via phone
- Offering cultural context of client responses to medical providers when appropriate
- Interpreting during entire process of patient visit which may include: intake, vitals, pap-smears, procedures, other exams and providing of community resources Reviewing patient electronic medical chart notes to ensure the provider understood the patient’s needs and medical concern during the visit

QUALIFICATIONS

- Fluency in Spanish, comfort using the language
- Understanding of general medical terminology and ability to use resources to build medical vocabulary
- Attentiveness to patient needs to make sure they understand everything clearly
- Ability to work in a busy clinic environment and effectively multi-task
- Experience working with individuals of various backgrounds and cultures, preferably in a clinical environment
- Computer proficiency, especially using MS Office

**REQUIRED
TRAININGS**

- Complete computerized HIPAA training **prior to starting**
- New Worker Orientation
- Blood Borne Pathogens training

**RECOMMENDED
TRAININGS**

- De-Escalation Training
- CPR/First Aid - minimal fee