



INTERPRETER/ TRANSLATOR - COMPASS Job Description

JOB TITLE: Interpreter/Translator
DEPARTMENT: Compass Interpreters

FLSA Status: Non-Exempt
REPORTS TO: Manager of Compass

Job Summary:

Provides professional interpretation and translation services for community service providers, limited English proficient individuals and MVRCCR staff from the source language to the target language as requested.

Essential Duties and Responsibilities

- Provides interpretation and translation (I & T) services for community service providers, limited English proficient individuals and MVRCCR staff
- Provides services in a variety of settings to include employment, education, governmental agencies, home visits, medical, legal, social service, and other settings as requested;
- Provides appropriate documentation and reports for services.
- Assists with office work related to interpretation or translation assignments as requested;
- Participates in agency long range planning to assure future growth and development of MVRCCR;
- Promotes Compass Interpreters in the community by attending community functions, speaking on behalf of the agency and serving as a liaison with related agencies and service providers;
- Represents MVRCCR and Compass Interpreters at local, state, and national conferences as required;
- Any other duties required.

Accountabilities:

Compass Interpreters, a division of the Mohawk Valley Resource Center for Refugees, (MVRCCR), is a multilingual interpretation, translation and cultural outreach organization. The department provides educational and professional services to foster cultural understanding and appreciation, promote multicultural diversity, and empower communities to embrace new populations. Compass Interpreters provides professional linguistic services to clients in languages that are relevant to refugees and immigrants who are living in our community.

Qualifications:

- High School diploma, GED or equivalent combination of education and experience; Bachelor's degree in health and human services, education, language, or other related field, preferred.
- Experience working with refugee, immigrant, or other limited English proficient populations.
- Superior verbal/written multi-lingual skills
- Ability to communicate cross culturally and act as a cultural broker
- Strong interpersonal skills.
- Strong knowledge and understanding of health and education related services, multicultural orientation, and community resources related to refugee, immigrant, or limited English speaking populations

Additional Employment Expectations:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

MVRRCR employees must support its mission to promote the well-being of culturally diverse individuals and families within our community by welcoming our new neighbors, refugees and immigrants and by providing individual and community-centered activities designed to create opportunity and facilitate understanding.

MVRRCR is an Equal Opportunity Employer. No person shall be discriminated against because of race, gender, color, creed, national origin, ancestry, age, sex, religion, handicap, sexual orientation, genetic information, marital or veteran status, or any other protected class or status recognized by federal, state or local law.

All employment decisions will be based on Equal Employment Opportunity laws.