

# **POSITION DESCRIPTION**

Title:	Medical Interpreter	Reports to:	Medical Administrative Services Supervisor
Status:	☐ Exempt ⊠ Non-Exempt	Location:	35 <sup>th</sup> Street
Safetv S	ensitive Position: $\square$ YES $\boxtimes$ NO		

SCHS is a 90-120 employee, full-service, non-profit healthcare clinic serving the needs of the South Minneapolis community. Come make a difference in the lives of people every day while helping us achieve our mission: *To improve the health of our patients and communities by delivering exceptional care, removing barriers, and promoting healthy lifestyles.* 

#### ROLE:

This individual is responsible for listening to, understanding, and translating spoken or written statements from one language to another. In addition, they will reproduce statements in another language for unique listening or reading audience.

# **DUTIES:**

- Facilitate effective communication between patients, visitors and providers that do not speak a similar language by converting one spoken language to another.
- Participate in patient appointments and/or conferences and acts as official interpreter to mediate discussion.
- Relay concepts and ideas between languages.
- Facilitate communication for people with limited English proficiency.
- Interpret both clinical terminology and colloquial language.
- Translate materials from one language to another, communicating accurate meaning including cultural references, slang and other expressions that do not translate literally.
- Assist with other administrative duties as assigned.
- Attend and participate in staff meetings and committees.
- Assist with other duties and responsibilities as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Confidence, professional judgment, and grace under pressure.
- Works well both independently and as part of a team.

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- Excellent verbal and written communication skills.
- Flexibility and ability to respond to an evolving workload.
- Ability to exhibit good rapport with clients of varying ethnic backgrounds and socioeconomic status.
- Comfort interacting with individuals with mental health symptoms.
- Excellent time management and organizational skills.
- Attention to detail.
- Commitment to the SCHS mission and staff values.

# MINIMUM QUALIFICATIONS:

- Two years of interpreter experience, at least one year in a healthcare setting 40 HOURS COMMUNITY CERTIFICATE REQUIRED.
- Bilingual (English/Spanish) required.
- Basic PC skills: MS Office.
- Reading and written fluency in both languages.

#### **WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

This position operates in a professional medical clinic environment. The role routinely uses standard office equipment. Physical demands include:

- Constant verbal and written communication in English and Spanish.
- Frequently maintain a stationary position for extended periods while performing essential job duties.
- Frequent movement throughout the clinic, including moving between different areas to perform essential duties.
- Frequently operates typical office equipment such as computers, fax machines, copiers, and telephones.
- This position may require regular interaction with individuals who have communicable illnesses, which may pose a risk of exposure to infectious diseases.
- Occasionally may need to position oneself to retrieve items or perform tasks.

Reasonable accommodation can be made for qualified individuals with disabilities to enable them to perform the essential functions of the role.

I have read and agree to abide by the job duties indicated above.				
Signature	Date			
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Revised: September 2024