

- 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 socio-economic 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.		
Name	Signature	Date

To improve the health of our patients and communities by delivering exceptional care, removing barriers, and promoting healthy lifestyles.