



VOLUNTEER DESCRIPTION

TITLE: FAMILY HEALTH CLINIC TRANSLATOR VOLUNTEER
REPORTS TO: ASSISTANT CLINIC ADMINISTRATOR
STATUS: VOLUNTEER - UNPAID

The Brighter Beginnings Family Health Clinic Translator volunteer will be working under the supervision of a provider and Assistant Clinic Administrator by assisting with all administrative translations needs: phones, scheduling appointments, disseminating information, and during appointments.

Specific duties may include:

1. Provide translation services during medical and behavioral health appointments.
2. Interviews patients and charts vital signs, and other pertinent information as required.
3. Schedules appointments and completes appropriate forms as needed.
4. Creates and translates clinic forms from English to Spanish.
5. Create and present comprehensive list of medical terms in Spanish for use by MAs.
6. Performs other clerical related duties as necessary.

Qualifications:

1. Computer literate with Microsoft Office (Word, Excel) and able to learn new programs quickly.
2. Highly organized, with absolute attention to detail.
3. Excellent oral, written and interpersonal communication skills.
4. Ability to work independently and establish priorities, self-sufficient, and take initiative.
5. Ability to handle multiple requests simultaneously and respond quickly.
6. Flexible, adaptive to change.

Special ADA Requirements:

Brighter Beginnings is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities, and will make reasonable accommodation when necessary.

1. For the purposes of ADA, the “Responsibilities” and “Qualifications” are essential job functions.
2. Work is normally performed in a typical interior/office work environment, with typical office noise and other disruption.
3. Limited physical effort is required.
4. Both standing and sitting are required, with most of the job time spent sitting. Approximately three-quarters of the time is spent using a computer keyboard.
5. Various types of equipment/supplies are used to accomplish the job requirements and include, but are not limited to, pens, pencils, calculators, computer keyboards, telephone, printers, etc.
6. Required to drive to other work sites for meetings, conferences, etc.

I have read and understand the duties and responsibilities of a Family Health Clinic Translator Volunteer.

Signature: _____

Date: _____