

ARABIC / SPANISH INTERPRETER VOLUNTEER



JOB PURPOSE

The Arabic/Spanish interpreter volunteer facilitates communication between the patient and the provider during a visit or clinical examination at Siloam. Interpreters work closely with clinical staff/volunteers to assist with patient communication for the entire visit at the clinic. They help overcome cultural and language barriers so that patients feel comfortable, ensuring patients' needs are being met.

PRIMARY DUTIES AND RESPONSIBILITIES

- Communicates what the physician is saying to the patient and what the patient says to the physician
- Assist with translating written instructions about medication or retrieving patient education in another language
- Support the staff nurses by making phone calls to patients for follow-ups
- Perform other duties as assigned by Volunteer Coordinator and/or clinical staff team

TIME COMMITMENT

- Volunteers are required to commit to at least six months of service.
- Volunteers are required to come at least one shift every two weeks. Each shift is 2-4 hours long.
- For the first month, volunteers must come for one shift every week to ensure proper training and schedule consistency.

QUALIFICATIONS

- Must be at least 18 years old
- Must be fluent in English and in Spanish or Arabic
- Must complete a background check
- Willingness to serve persons with limited access to healthcare and who are from diverse cultures and faith beliefs
- Computer literacy and familiarity with MS Office products as well as electronic medical records preferred and willingness to learn new software applications
- Adherence to OSHA and confidentiality requirements
- Ability to work well in a team setting
- Skilled at communicating clearly
- Detail-oriented with excellent follow-through skills