

JOB DESCRIPTION

Position Title: Professional Community Interpreter (Casual)

Department: Westman Immigrant Services Language Centre

Supervisor: Language Centre Coordinator

PRIMARY FUNCTION

Provide interpretation in the target language for Limited English Proficient (LEP) clients and service providing organizations on an as-needed basis, in accordance with the Westman Immigrant Services Language Centre (WISLC) Code of Ethics and Standards of Practice for Interpreters.

POSITION DUTIES AND RESPONSIBILITIES

- Provide face to face interpretation in the target language:

Convey information accurately between LEP clients and English-speaking Service Providers.

Encourage direct communication between LEP clients and English-speaking Service Providers.

Utilize/ integrate ethical principles to guide behavior in all interpretations.

- Provide telephone interpretation, virtual interpretation, message relay and reminder calls, as directed.

- Provide sight translations:

In accordance with individual competencies (interpreter must have full comprehension of the written content/material).

In the presence of the Service Provider or other staff who requested the service, assuring that the client has the opportunity to ask questions and seek clarification.

- Adhere to WISLC Code of Ethics and Standards of Practice for interpreters as well as organizational policies and procedures.
- Always maintain utmost confidentiality and privacy at all times.
- Inform WISLC of availability and update schedule on a regular basis.
- Respond to offers of assignment as soon as possible.
- Provide feedback to Language Centre Coordinator regarding issues with assignments.
- Immediately notify booking coordinator of changes/issues (appointment cancellation, early completion of assignments, inability to fulfil an assignment)
- Participate in professional development opportunities and interpreter meetings as required.

KNOWLEDGE, SKILLS & ABILITIES

- Excellent communication skills in English and the target language.
- Excellent interpersonal, organizational, problem solving and conflict resolution skills.
- Ability to be adaptable and to work independently in fast-paced, high stakes situations while interpreting confidential and sensitive information.
- Experience working with diverse populations such as immigrants, newcomers and refugees is an asset and understanding issues they face in accessing services.
- Ability and willingness to utilize information technology (Internet, scheduling software)
- Ability to work independently on an as-needed basis.
- Must be physically present in Brandon or Westman area at the time of application.

QUALIFICATIONS

- Demonstrated proficiency in English Language and the Target language through successful completion of ILSAT test (Interpreter Language and Skills Assessment Tools) is required.
- Minimum language level: CLB 8, IELTS 7, TOEFL 94-101 (and above).
- Minimum grade 12 or equivalent.
- Post-secondary education preferred.
- Successful completion of Westman Immigrant Services Language Centre Interpreter Training is mandatory.
- Successful Completion of Criminal Record Check and Adult Abuse Registry.
- Valid Manitoba driver's license and use of a vehicle preferred but not mandatory.