



In your position at the Chippewa Valley Free Clinic, you will have an incredible opportunity to impact lives and help the most vulnerable receive the gift of health care. The patient services we provide depend on your dedication, contributions, and professionalism. Below is an overview of the tasks associated with your volunteer position. It is not all-inclusive and may change based on Clinic needs.

## **Job Description – Interpreter (Spanish)**

Location: Eau Claire, WI

Category: Operations / Clinic Support

Job Type: Part-Time, LT Intern

Supervisor: Hispanic Case Manager

### **Role & Responsibilities**

The purpose of the *Interpreter* is to work with Spanish-speaking patients and act as a conduit between patients and medical professionals by listening to the professional and orally translating information into a patient's native language in layman's terms.

Given the diverse range of tasks and fluctuating schedules, all volunteers are expected to have good teamwork skills. Hours are flexible; services are primarily needed during Tuesday evening clinics and Thursday morning clinics.

### **Job Duties**

- Translate between medical professionals and Clinic patients
- Help patients fill out forms that are in English
- Work with navigators to move patients through the Clinic effectively and efficiently
- Work with CVFC staff to develop messaging materials and messages to patients
- Call patients to schedule appointments and translate medical information as needed

### **Qualifications / Experience**

- Fluent in Spanish and English
- Knowledge of some medical terminology in both languages
- Strong verbal and written communication skills
- Ability to work independently and within a team structure
- Strong organizational skills with the ability to prioritize
- Working knowledge of various software and database technology, including Microsoft Office
- Demonstrates respect for diversity
- Awareness of psychosocial barriers that impact the lives of the uninsured
- Embraces and supports the mission of the Chippewa Valley Free Clinic