

EL CENTRO FAMILY HEALTH
JOB POSTING

DATE: June 5, 2017
TITLE: Translation-Interpretation Specialist
FTE: PRN (as needed)
SITE: Westside Locations
SUPERVISOR: Jerome Williams Regional Administrator

PURPOSE:

Under the supervision and direction of the Regional Administrator, the incumbent shall provide Spanish/English translation and interpretation services to patients of El Centro Family and is a liaison to patients and families of El Centro Family Health and facilitates in-reach and out-reach for the promotion of health and wellness through various mediums, and other activities.

MINIMAL REQUIRMENTS:

Education: No education required.

Experience: No experience required.

Preferred: Knowledge of life experience in health behavior change.
Experience in use of telecommunications (i.e., computer/telephone webinar and teleconferencing (audio and/or visual)).
Knowledge of electronic health records system.

Knowledge, Skills and Abilities:

- 1) Bi-lingual-English/Spanish-must have the ability to read, write and speak fluent Spanish and English.
- 2) Ability to obtain and maintain Medical Interpreter and Translator certifications.
- 3) Computer literate, knowledge of Microsoft suite and Outlook.
- 4) Requires knowledge of communities and culture of Northern New Mexico.
- 5) Must be able and willing to learn the information necessary to carry out duties, with the ability to transfer such knowledge to clients and patients.
- 6) Ability to perform duties and responsibilities with dignity, calmness, accuracy and confidentiality in all contacts with patients, staff and other health professionals.
- 7) Ability to receive and incorporate supervisory feedback and perform duties and responsibilities in a courteous and professional manner in accordance to ECFH polices and procedures.
- 8) Ability to effectively communicate verbally and in written form; and explain procedures and processes in Spanish and English.
- 9) Ability to understand and evaluate theoretical concepts and translate them into clear directions and courses of action.
- 10) Ability to travel and use personal vehicle.
- 11) Ability to maintain valid driver's license and clearance for unrestricted automobile insurance coverage pursuant to NM State law.
- 12) Ability to maintain the high level of patient and personal confidential information in accordance to HIPAA and ECFH Policies and Procedures.
- 13) Requires proficient verbal and written communication skills.

Interested individuals must submit an updated employment application to hr@ecfh.org or fax to 505-747-8943.

EOE/M/F/D/V/Drug-free Workplace

DEADLINE: Position open until filled.