

**EL CENTRO FAMILY HEALTH
JOB POSTING**

DATE: June 6, 2019
TITLE: Translation-Interpretation Specialist
FTE/CLASS: Full Time/Hourly
SITE: Rio Arriba Health Commons

PURPOSE:

Provides accurate interpretation and translation of critical medical information in direct service to physicians and/or other health care providers who are seeing patients who cannot speak or understand English, when specifically required by the provider.
Provides help with coordination of other language interpretation and translation services of El Centro Family Health (ECFH patients).

MINIMAL REQUIREMENTS:

Education:

High School Diploma or Equivalent.

Experience:

Minimum of six (6) months' experience, with at least one (1) year in a related field.

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- Spanish/English- must have the ability to read, write and speak fluent Spanish and English.
- 2) Fluency in relevant foreign language(s).
- 3) Current knowledge of medical terminology and procedures.
- 4) Ability to precisely and accurately translate critical medical information from English to the patient's native language
- 5) Strong interpersonal skills, flexibility, and customer service orientation
- 6) Foreign language(s) written translation skills
- 7) Ability to obtain and or maintain Medical Interpreter and Translator certifications.
- 8) Listening skills.
- 9) Computer literate, knowledge of Microsoft and Outlook.
- 10) Ability to maintain confidentiality of records and information
- 11) Ability to interact and communicate with people over the telephone, often in stressful situations.
- 12) Ability to work outside of normal working hours as needed.

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

Interested individuals must submit an updated employment application to hr@ecfh.org or fax to 505-747-8943, ATTN: Samantha Carlson, HR Generalist Assistant.

DEADLINE: Position open until filled.