

Volunteer Position Description

This form should be used as a request for volunteers from SSCHC staff, to assist with recruitment messages and inform volunteers of their duties.

Position Title: Spanish Interpreter/Translator

Department: Medical

Direct Site Supervisor: Dr. Pamela Wilson

Location: Each clinical site

Would you like to interview candidate yourself? Yes No

Purpose for Volunteer Assignment:

- Would like someone who is able to attend appointments with patients outside of the SSCHC walls and serve as a Spanish interpreter/translator

(Dates, specific dates, times)

Time Commitment: One time _____
 Specific time period (see below)
 Special Project _____
 Ongoing opportunity

- Flexible days
- Will work 8:30 a.m. – 12:30 p.m. AND/OR 1:15 p.m. – 5:00 p.m.

Client /patient population (if applicable): Patients who are Spanish-speaking-only

Duties:

- The volunteer holding this position would help:
 - Assist the patient in making any appointments to where the SSCHC providers have given them a referral (specialist, radiology testing, therapy, etc.)
 - Attend appointments with the patients that are with providers outside of the SSCHC walls to serve as an interpreter/translator if the patient desires
 - Assist in organizing patient transportation when needed
 - Help the patient remember to provide any records that they may have for the specialist to review and also to request that correspondence from the specialist be sent back to the PCP

Qualifications: (software, physical activity, fluent in Spanish)

- Fluent in Spanish
- Experience in interpreting/translating preferred but not mandatory
- Understanding of HIPPA
- Valid Wisconsin driver's license, use of an automobile and current automobile insurance

Is a background check required for this position? Yes No
 If Yes, why? Working with children Other reason _____

Benefits to the volunteer:

- Be of service to the community by helping those who are limited due to language barriers
- Will gain some understanding about medicine and its different facets
- Will interact with live patients and work with primary care teams

Prepared By: Pamela Wilson, M.D.

Date: 3/25/13

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For office use only:

Volunteer needs: Key E-mail set-up Computer access (list programs)
 ID badge
 Other _____