

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-English Interpreter/Translator

Department: Medical

Direct Site Supervisor: Dr. Emilia Arana
Patti DeQuardo

Location: Parkway Clinic –
2906 S. 20th St., MKE 53215

Would you like to interview candidate yourself? Yes No

Purpose for Volunteer Assignment: See Spanish-speaking patients with our Dental Hygienist and provide Spanish-English interpreting services.

(Dates, specific dates, times)

Time Commitment: One time _____
 Specific time period
 Special Project _____
 Ongoing opportunity

Flexible schedule

Opportunity available 8 am – 4:30 pm Mon, Tues, Thur, and/or Fri

Client /patient population (if applicable): Spanish-speaking Dental Patients

Duties: Volunteer will provide Spanish-English interpreting services during visits with the SSCHC Dental Hygienist. Volunteer may also contribute to written translation projects as needed.

Qualifications: *(e.g., software, physical activity, fluent in Spanish)*

- Fluent in Spanish
- Experience in interpreting/translating preferred but not mandatory
- Understanding of HIPAA

All volunteers: a PPD (TB) test is required at no cost. In addition, if volunteer will have direct patient contact, volunteer must provide proof of MMR, TDap, and varicella vaccinations.

Will volunteer have direct patient contact and require vaccine documentation? Yes No

Benefits to the volunteer:

- Be of service to the community by helping those who experience language barriers
- Better understand the integration of dental services and medicine
- Gain experience directly serving patients in a primary care environment
- Exposure to community health

Training provided to volunteer: *(name or type of training(s) required for this role and name of staff who will conduct training(s))*

Volunteer will be screened for and trained on Medical Interpreting requirements. Volunteer will complete mandatory 1-hour Human Resources/Volunteer Orientation. Additional training related to role-specific tasks will be provided by SSCHC Nursing Staff, Dental Hygienist and Director of Pediatrics, as necessary.

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

Prepared By: Kate Jaeger

Date: 01/16/2018

For office use only:

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