



Volunteer Job Description

Volunteer Position Title: Clinic Medical Interpreter (onsite)

Purpose/objective: Our medical interpreters assist Spanish-speaking patients during their medical appointments by communicating their statements to the provider through consecutive interpretation.

Location: Training will be done shadowing in person at 1390 Capital Blvd.

Key responsibilities:

1. Assist Spanish-speaking patients during their appointments.
2. Ensure all confidentiality guidelines are always followed

Qualifications: Fluent speaking Spanish/ English. Interpreters should be dedicated individuals with strong work ethic and agree to complete the required training (a fluency check and a series of shadowing sessions).

Time commitment: We kindly ask that you commit to at least two shifts per month, for at least a year. (We encourage it not mandatory)

Schedule:

Monday	Tuesday	Wednesday	Thursday
	9-12:30 1:45 – 5:00 pm 5:00-7:30 pm	1:45-5pm 5-7:30 pm	9:15- 12pm

Training/support provided:

1. First review medical glossary
2. Interview with staff to assess fluency/ vocabulary
3. Shadow in person 2-3 shifts

Benefits: more than 63% of the Open-Door Clinic's patients are Spanish speaking. The medical interpreter removes a language barrier between provider and patient resulting in the patient receiving valuable healthcare.

Volunteer Supervisor: UMWC's Case Management Manager and Case Management Coordinator