Interpreter- Part-Time

GRADE: 7
DIVISION: Adolescent & Child Health – Audiology Clinic

POSITION SUMMARY:
Primarily responsible for interpreting health information from Spanish to English and English to Spanish for clients attending Audiology services at the Tulsa Health Department.

PRINCIPAL DUTIES/RESPONSIBILITIES:
The following functions represent the majority of the duties performed by the position, but is not meant to be all-inclusive or prevent other duties from being assigned when necessary:

ESSENTIAL JOB FUNCTIONS (100% of Time):

1. Secures client health history by interpreting history form for client.
2. Interprets explanations for obtaining screening tests and diagnostic tests.
3. Interprets questions and explanations during physical assessment, routine visits, lab visits, and social worker intake.
4. Interprets diagnosis and plans of care to clients.
5. Interprets teaching or counseling provided in clinic.
6. Interprets and facilitates referrals to community resources.
7. Translates materials from English to Spanish and from Spanish to English.
8. Completes Medicaid Eligibility forms for clients.
9. Performs data entry in PHOCIS software.
10. Assists in clinic programs as needed to improve patient flow by scheduling appointments for clients.
11. Completes required training in support of duties and responsibilities of this position.
12. Managing phone calls and messages for clients and referral sources.
13. Assistance in maintaining client files and client databases.
14. Coordination of services with referral source, including photocopying, scanning and faxing records.
15. Other duties as assigned including those required to fulfill activities in support of public health emergency operations.

QUALIFICATIONS/SPECIFICATIONS:

Education:
- High school diploma or equivalent required.
- Knowledge of English and Spanish languages, written and verbal, required.
- Prefer bilingual person who is a native speaker of Spanish and has knowledge of medical terminology.
- Certificate in medical interpretation a plus.

Experience:
- Two years of experience in translating.
- Experience in medical office preferred.
Knowledge and Skills:

- Ability to speak, read, and write Spanish and English at various educational levels in a wide range of circumstances.
- Ability to relate to people of all ages, races, socio-economic backgrounds, and cultures.
- Effective oral and written communication skills, when working with various committees and interacting with diverse groups of internal and external contacts.
- Effective interpersonal skills in working with personnel at all organizational levels.
- Good communication skills with clients in completing forms and records to assure confidentiality in collecting and protecting personal health information (PHI).
- Flexibility in acquiring and gaining new tasks to provide self enhancement.
- Bilingual (Spanish/English) required.

Licenses: None.

INTERNAL AND EXTERNAL WORKING RELATIONSHIPS:

- Frequent internal contact with clinicians to exchange information regarding patient care, test results, and to discuss medical problems and treatment.
- External contact with patients to gather and provide health information, as well as advice and counseling.

PHYSICAL EFFORT:

No unusual physical effort.

SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY:

Direct Supervision – None.

Indirect Supervision – None.

Budget/Money/Material – Responsible for assigned equipment.

Reports to- Supervisor, Interpreters

WORKING CONDITIONS:

Demanding and high paced, high volume clinic.

SPECIAL REQUIREMENTS:

- Must possess ability and willingness to perform job-related travel.
- Must maintain THD record confidentiality according to HIPAA regulations.

FLSA Status: Non-Exempt