

Lutheran Family Services Position Description

Position Title: Interpreter – Bhutanese, Burmese, Karen & Nepali	Date: August 31, 2011
Paygrade: D	
Reports To: Refugee & Placement (R & P)/ Matching Grant Coordinator	Appointed By: Refugee & Placement (R & P)/ Matching Grant Coordinator
Region: Community Services	Location: Community Services
FLSA Status: <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	

LFS Mission Statement:
Lutheran Family Services expresses God’s love for all people by providing quality human care services that build and strengthen individual, family and community life.

LFS Values:
Respect all people, families and communities. The pursuit of excellence is achieved through the education of staff and the celebration of diversity, collaboration and change. Integrity, accountability and teamwork are values that guide our communication and work in a manner that upholds the organization’s reputation and Christian value base.

Job Purpose:
Assist and provide translation and interpretation services to refugee clients to facilitate access to needed services such as educational training, medical, child care, transportation, substance abuse/mental health, and other related needs.

- Essential Job Duties:**
- Provide translation and interpretation as requested to fulfill needs of refugee clients.
 - Provide other services to refugees as directed by case managers.

Job Requirements:

- U.S. Citizen or lawfully authorized to work in the United States.
- High School Diploma or equivalent preferred.
- Bilingual in English and another language, preferably Bhutanese, Burmese, Karen and Nepali.
- Personal transportation preferred.
- Work well in a multi-cultural environment
- Verbal communication skills required. Written/texting in English/computer skills preferred.
- Available to work evenings and weekends

Hiring Manager Signature _____	Date _____
Employee Signature _____	Date _____
Director Human Resources _____	Date _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required of individuals so classified. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties and responsibilities.