

# Lutheran Family Services Position Description

<b>Position Title:</b> Interpreter	<b>Date:</b> January 18, 2007
<b>Paygrade:</b> D	
<b>Reports To:</b> Various	<b>Appointed By:</b> Various
<b>Region:</b> Various	<b>Location:</b> Various
<b>FLSA Status:</b> <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 Agency's reputation and Christian value base.

**Job Purpose:**  
Assist and provide translation and interpretation services to LFS 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 LFS clients.
  - Provide LFS clients with an awareness of U.S. cultural expectations and requirements as appropriate.
  - Other duties as assigned.

**Job Requirements:**

- U.S. Citizen or lawfully authorized to work in the United States.
- High School Diploma or equivalent.
- Bilingual in English and another language
- Driver's license, good driving record, and current insurance
- Work well in a multi-cultural environment
- Strong interpersonal, verbal and written communication skills
- Flexibility to meet the constant changing environment
- Must be flexible to scheduling time regarding 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.