

JOB ANNOUNCEMENT

(Please see end of document for application information)

POSITION:	Translator/Interpreter (Bilingual required: Spanish)
DEPARTMENT:	Early Learning And Family Services
REPORTS TO:	Program Coordinator I
SALARY GRADE:	5 (\$15.89 to \$19.87 per hour*) *Candidate offers consider experience, qualifications and internal equity
FLSA STAUS:	Non-Exempt
SCHEDULE:	On-Call
LOCATION:	Whatcom County
BENEFITS:	Opportunity Council provides paid health leave, along with a culture that supports staff and their families.

JOB SUMMARY:

The Translator/Interpreter supports agency staff in delivery of services by the translation of English spoken by our staff or English written by the ELAFS program. Service is provided at a variety of classroom sites and homes throughout Whatcom County. Maintains working knowledge of Head Start Performance Standards, state ECEAP standards, agency policies and procedures and other applicable regulations.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES:

1. Provides instructional assistance, under ELAFS staff member supervision, to individual parents and in small groups.
2. Translates verbal and written information during home visits, as well as assisting parents with required paperwork.
3. During group parent meetings and activities translates verbal and written information, including explaining the intent of speakers and subject matter terminology as needed.
4. Facilitates classroom observation, screening and assessments with children, staff and parents.
5. May assist bilingual parents with paperwork to complete the recruitment process and to assist with enrollment and home visits as needed throughout the year.
6. Periodically meets with Home Visitor or Lead Teacher to review translating services.
7. Maintains confidentiality and integrity of all information and records.
8. Serves as a resource and liaison for building relationships with families and ELAFS program and staff.

OTHER RESPONSIBILITIES:

1. Attends at least two trainings each year.
2. Performs other related duties as assigned.
3. Provides occasional guidance to work team regarding daily issues, and some short-term planning, which enables others to take action or make decisions.

EDUCATION, EXPERIENCE, TRAINING REQUIREMENTS:

1. High school diploma or equivalent.
2. Cultural competence desired, with native speaking interpreters preferred.
3. Fluency or advanced knowledge in reading, writing, and speaking specified foreign language.
4. Experience working in a family-centered agency or similar work setting preferred.

SKILLS AND ABILITIES REQUIRED:

1. Must be able to follow and carry out instructions with little supervision.
2. Ability to work well as a team member, and independently.
3. Ability to prioritize tasks appropriately, manage time efficiently, and seek guidance when necessary.
4. Demonstrated ability to relate in a supportive, non-judgmental manner to families of varying cultural, educational and socioeconomic backgrounds.
5. Ability to relate to others positively.
6. Innovation skills; may occasionally be involved in projects that require new ideas or approaches; position is responsible for developing modifications to established procedures.
7. Ability to interpret and/or discuss information with others which involves terminology or concepts not familiar to many people; occasionally provide advice and recommend action involving less complex issues.
8. Proficient in the use of computers and related information technologies for agency communications and record keeping requirements.
9. Must be able to adapt interpersonal skills in response to individual styles, personalities and cultures.
10. Must be able to use a computer for agency communications and record keeping requirements.

ADDITIONAL REQUIREMENTS UPON HIRING:

1. Must have initial health examination indicating you are fit for duty and free from communicable disease within 60 days of hire. Medical check ups are required every two years thereafter.
2. Must have TB test and submit test results prior to hire date.
3. Must submit to a criminal record check to ascertain that the applicant has not been convicted of a child abuse or neglect offense per Washington State Child Abuse Law (Ch. 486, Laws of 1987) or DSHS licensing requirements.
4. Must submit abstract of driving record for previous 3 years prior to start date.
5. Must have valid Washington State Driver's License or obtain by date of hire.

WORKING CONDITIONS:

Work is generally performed in a noisy, active preschool classroom environment, client homes, or crowded office environment. Regular exposure to communicable diseases and body fluids and occasional crisis situations. Regularly requires local travel to and from classroom sites, administrative office and clients' homes, and other job-related activities.

TO APPLY:

Application and application instructions may be found at: www.opcco.org/employment

Paper copies of the applications may be picked up at:

Opportunity Council
1419 Cornwall Ave.
Bellingham, WA 98225

Applications must be received no later than **4:00 pm, Wednesday, November 28, 2018.**

Opportunity Council is a private nonprofit Community Action Agency working as a catalyst for positive change in our communities and the lives of low-income and disadvantaged people - serving Whatcom, Island, San Juan, Skagit, and Snohomish counties. EOE