SECC
SOUTH ESSEX COMMUNITY COUNCIL

Job Title: Translator

Persons Served	• Newcomers to the South Essex area • Persons who cannot speak/read/write English or whose preferred language of service is not English
Purpose	• To provide translation & interpretation services to individuals who cannot or who have difficulty communicating in English
Outcomes	• Allow newcomers to transition smoothly into the community. • To provide program services to a broader range of individuals in the community • To provide more efficient timely services to individuals in the community
Activities & Tasks	• Interpreting & translating for individuals with service agencies such as banks, doctors, lawyers, immigration services, etc.
Outline of Responsibilities	• Translate the needs of the client to the service agency and vice versa • Assist the client in interpreting both their own and the agency's needs
Schedule & Commitment	• Flexible • Availability on an on-call basis
Boundaries & Limitations	• Translation does not take place in clients' homes • Translators do not transport clients to appointments
Skills, Experience and Qualifications Required	• Fluent in both English and a second language • Transportation needed for travel within the Essex County area
Personal Traits and Qualities Needed	• Desire to assist newcomers • Able to listen and provide assistance • Friendly, patient • Problem solving skills an asset

Orientation & Training Available	• Volunteers will be oriented by the Program Leader and/or Department Coordinator
Support, Supervision & Evaluation Provided	• Support and supervision will be given by the Program Leader and/or Department Coordinator • Evaluation will be done by the Program Leader and/or Department Coordinator
Mandatory Activities	• N/A • As directed by Program Leader and/or Department Coordinator
Setting & Location	• Appointments within the SECC offices as well as other office visits within the Essex County area • Absolutely no home visits
Benefits to Volunteer	• Enrich your life • Give back to the community • Explore your career options • Establish a network for success
Screening Measures	• Volunteer Application • Interview • Police records check