

## **Spanish Interpreter and Outreach Specialist**

*April 19, 2021*

### **Job Description**

This is a temporary position for someone interested in working in a multi-cultural environment to help community members connect with the services that VIM provides or/ and resources in the community while addressing vaccine confidence by providing general information on COVID and COVID Vaccines, scheduling appointments, gathering feedback from patients and community members.

### **Primary Responsibilities**

- Working with patients and community members to build vaccine confidence by providing education and resources.
- Comfort patients and community members by anticipating potential anxieties; answering questions.
- Scheduling vaccination and referral appointments as well as calling and send text reminders to patients to remind them of upcoming appointments.
- Verifying patients' information and eligibility, updating personal information.
- Provide interpretation for patients in clinic and during offsite referral appointments as needed.
- Assist in referral processes by maintaining relationships with referral partners and assisting with paperwork.
- Assist with translating materials and social media from English to Spanish as well as help with bilingual informational videos.

### **Skills and Requirements**

- Multi-tasking, Flexibility, Internal Communications, Time Management, Organization, Attention to Detail, Scheduling, Professionalism, Comfortable with public speaking.
- Discrete and able to maintain confidentiality.
- Experience working as an interpreter and working in medical setting.
- Qualified medical interpreter with the ability to pass proficiency assessment.
- Familiarity with electronic medical record and Microsoft Office software.
- Bi-lingual Spanish/English \*Required
- High School Diploma/GED \*Required
- Some college / Associates Degree Preferred
- Experience in lieu of education will be considered.

### **Position Specifics:**

Part Time 20-30 hours per week.

\$16-\$19 per hour.

Temporary, Grant Funded position through December 2021 with possibility for extension.

### **To Apply:**

Submit a cover letter and resume for consideration to [info@vim-cascades.org](mailto:info@vim-cascades.org)

Applicant review will begin April 26, 2021.

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