



## POSITION DESCRIPTION

**JOB TITLE:** Human Services Agency Interpreter

**REPORTS TO:** MICOP's Interpreter Coordinator

**ANNUAL SALARY:** \$18-\$21/hr, Full-time (40 hours) and Benefits: Medical, Dental, Vision, PTO, & 11 holidays and 2-week winter break (2 of the 11 holidays are included in the break)

**APPLICATION:** Please send resume and letter of interest to [hr@mixteco.org](mailto:hr@mixteco.org) with the subject "Human Services Agency Interpreter." Open until filled.

**LOCATION:** HSA Oxnard office

**Status:** Non-Exempt

### Organization Summary:

Founded in 2001, Mixteco/Indigena Community Organizing Project (MICOP) aids, organizes and empowers the indigenous migrant communities on California's Central Coast through improved access to health and community resources, community organizing and advocacy, education, direct assistance, cultural promotion, and Radio Indígena.

**Position Summary:** The ideal candidate will have a proven ability to fluently ensure that HSA clients clearly understand the County of Ventura Human Services Agency provisions that help protect children and vulnerable adults, assistance with food, housing, health care and employment. The Interpreter is based in HSA's Oxnard office and reports both HSA's Interpreter Supervisor and MICOP's Interpreter Coordinator.

### RESPONSIBILITIES:

- Provide interpretation for Mixteco speaking HSA clients, in person and by phone
- Assist case worker in serving Mixtec and other Spanish speaking clients during the interview process
- Assist Mixtec and other speaking clients with the completion of forms
- Provide interpretation for HSA outreach activities and events
- Perform other duties as assigned, which may include but not limited to; processing incoming mail, filing, and placing client phone calls for case information, representing HAS in outreach activities
- Provide client information and document client interactions
- Use of appropriate grammar to communicate via e-mail and document in CalWIN
- Coordinate with MICOP and HSA staff to ensure quality of service provision to HSA clients
- Sign and abide by the agency's confidentiality agreement
- Maintain an activity log. Documentation should include number of clients requiring interpretive services and/or assistance with completion of forms, and date of contact

### SKILLS & QUALIFICATIONS:

- Complete fluency and domination; multilingual in all three languages (Spanish/English/Mixteco). Good and satisfactory speaking and writing skills Spanish and English.
- Attention to detail, good organizational skills, and proven ability to perform high quality work.
- Basic computer skills in Word (advanced computer skills a plus)
- Commitment to MICOP's mission of empowering the indigenous community of Ventura County
- Ability to assume a variety of tasks in a flexible, positive and supportive manner.
- Capacity and skills in confidentiality, impartiality, professionalism, cultural responsiveness
- Flexible Schedule
- Must have a valid California Driver's License
- Must pass a criminal background check and get fingerprinted