



## POSITION DESCRIPTION

**JOB TITLE:** Human Services Agency Interpreter

**REPORTS TO:** 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). Open until filled.

**LOCATION:** Human Services Agency Oxnard office

**Status:** Non-Exempt

### Organization Summary:

Founded in 2001, Mixteco/Indígena 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 Program Administrator.

### 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 HSA in outreach activities
- Provide client information and document client interactions
- 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 documenting number of clients requiring interpretive services and/or assistance with completion of forms, and date of contact

### SKILLS & QUALIFICATIONS:

- Complete fluency in Spanish, English and Mixteco.
- Excellent writing skills in 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 supporting, organizing, and empowering the immigrant indigenous community on the Central Coast.
- Ability to assume a variety of tasks in a flexible, positive and supportive manner.
- Maintaining confidentiality, impartiality, professionalism, and cultural responsiveness
- Punctuality
- Must have a valid California Driver's License
- Must pass a criminal background check and get fingerprinted