



## **MIXTECO INDIGENA COMMUNITY ORGANIZING PROJECT RECRUITMENT SPECIFICATION**

**JOB TITLE:** Human Services Agency Interpreter

**DEPARTMENT:** Social Services

**PROGRAM:** Interpretation Language Services

**REPORTS TO:** HSA's Interpreter Supervisor and MICOP' Program Administrator

**SALARY:** \$20/hr - \$24/hr

**BENEFITS:** Health benefits (medical, dental, vision), 403(b) with employer contribution, 11 paid holidays, paid Vacation and Sick time, winter break (typically last two weeks in December, returning Jan 2; employee paid supplemental insurance (i.e. life, accident, etc).

**LOCATION:** MICOP Office, Oxnard

**STATUS:** Non-Exempt

**HOURS WORKED:** Part Time, 20 hours per week

**HOW TO APPLY:** To apply, send resume to and cover letter to: [HR@mixteco.org](mailto:HR@mixteco.org)

**DEADLINE TO APPLY:** Open Until Filled

**Note: You will receive an email or phone call ONLY if we decide to schedule an interview or if we have follow up questions.**

### **ABOUT MIXTECO INDIGENA COMMUNITY ORGANIZING PROJECT**

Founded in 2001, Mixteco/Indígena Community Organizing Project (MICOP) supports, organizes and empowers the indigenous migrant communities of California's Central Coast through improved access to health and community resources, community organizing, language interpretation, education, direct assistance, cultural promotion, and our indigenous-led Radio Indígena community radio station. MICOP offers a fast-paced, multilingual and multicultural work environment dedicated to carrying out our mission.

#### **Summary**

The employee in this position provides language translation and interpretation services to ensure that HSA clients clearly understand the County of Ventura Human Services Agency provisions which help protect children and vulnerable adults, assist 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 workers who help Mixtec and Spanish speaking clients during the HSA interview process.
- Assist Mixtec and Spanish speaking clients with the completion of forms.
- Provide interpretation for HSA outreach activities and events.
- Process incoming mail, file, and place client phone calls for case information, representing HSA in outreach activities.
- Provide client information and document client interactions.
- E-mail and document information in CalWIN.
- Coordinate with MICOP and HSA staff to ensure quality 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
- Perform other duties as assigned.

**Requirements**

- Complete fluency in Spanish, English and Mixteco preferred
- 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
- Be punctual and capable of managing time, and meet deadlines.
- Must have a valid California Driver's License.
- Must pass a criminal background check and get fingerprinted.

**MICOP IS AN EQUAL OPPORTUNITY EMPLOYER.  
WOMEN AND PEOPLE OF COLOR ARE ENCOURAGED TO APPLY.**