



VOLUNTEER ROLE: Medical Interpreter

GENERAL ROLE DESCRIPTION

Provide interpreting services, face-to-face or by phone, between English and source language to facilitate communication between Limited English Proficiency (LEP) patients and the Neighborhood Clinic staff and volunteers.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Provide interpreting services for patients, staff, volunteers and other individuals as needed for any or all contacts with the clinic, including but not limited to:
 - Patient check-in
 - Rooming/nursing intake process
 - Provider consult
 - Social worker visit
 - Referral instructions
 - Medication counseling
 - Phone calls from LEP callers
 - Phone calls to LEP patients from Neighborhood Clinic staff and/or volunteers
- Transcribe messages left on clinic voicemail from source language to English
- Observe the Language Translator and Interpreter Code of Professional Conduct as described in Washington Administrative Code (WAC) 388-03-050

SUPERVISION

During clinic hours, the Volunteer Medical Interpreter reports to the Clinic Coordinator or designee

REQUIREMENTS

Washington State DSHS Medical Interpreter certification or authorization. Credentials from other states or programs may be accepted in lieu of the Washington State certification/authorization on a case-by-case basis.



This role description provides a representative summary of duties and responsibilities expected of volunteers in this position. Volunteers may be asked to assist with other duties related to clinic operations in accordance with their scope of practice and skills.