

Job Announcement

THE ORGANIZATION: Opening Doors is a nonprofit organization which has historically helped newly-arriving refugees, immigrants and survivors of human trafficking start new lives in our community. The Prosperity Project is dedicated to expanding our coverage to all underserved Sacramento area residents helping them increase self-sufficiency through microenterprise development and financial literacy.

Position Title: Interpreter

Report To: Intensive Case Manager

Classification: Nonexempt/Part-time-As needed

Date Needed in Position: Immediately

HOW TO APPLY: Interested candidates should email a resume and cover letter to:

humanresources@openingdoorsinc.org.

Include "Interpreter- [Your name]" in the subject line. **No phone calls please.**

Summary: Under the direction of the Resettlement staff member, the Interpreter will be responsible for listening to, understanding, and translating spoken or written statements from one language to another. Reproduce statements in another language for newly arrived refugees in the United States by assisting individuals and families to access services.

Education and/or Experience: High School Diploma or equivalent required. Associates, Bachelors or advanced college degree preferred.; or one years related experience and/or training as an Interpreter or Translator; complete mastery of the language(s) into which the interpreter works.

Language Skills: Fluency in Dari/Pashto

Key Responsibilities

The essential duties and responsibilities of this position include the following. Other duties may be assigned in the sole discretion of the Organization:

- Facilitate effective communication between two parties that do not speak a similar language by converting one spoken or written language to English or vice versa.
- Convert written materials from English into another, such as flyers, publications, or web pages.
- Edit and proofread text to accurately reflect language.
- Facilitate communication for people with limited English proficiency.
- Translate languages at meetings or over the phone
- Reflecting the person's way of speaking as accurately as possible. The Interpreter will interpret obscenities and colloquial language and will not simplify language used.
- Remain impartial and nonjudgmental, and avoid appearance of bias.
- Strict adherence to agency guidelines for Interpreters

Requirements/Competencies

To perform the duties of this position successfully, an individual must demonstrate the following competencies:

- **Adaptability:** Adapt to changes in the work environment; change approach or method to best fit the situation. Able to deal with frequent change, delays, or unexpected events. Required to work a flexible schedule to facilitate program services that may include nights and weekends.
- **Attendance/Punctuality:** Be consistently at work and on time; ensure work responsibilities are covered when absent; arrive at meetings and appointments on time.

- Computer skills: Ability to use standard Microsoft Office product application such as Word, Excel and Outlook.
- Client services: Manage difficult or emotional client situations; respond promptly to client needs; meet commitments.
- Diversity: Show respect and sensitivity for cultural differences.
- Interpersonal Skills: Focus on solving conflict, not blaming; maintain confidentiality; keep emotions under control; remain open to others.
- Organizational Support: Follow policies and procedures; complete administrative tasks correctly and on time; support organization's goals and values.
- Planning/Organizing: Prioritize and plan work activities; use time efficiently.
- Professionalism: Approach others in a tactful manner; treat others with respect and consideration regardless of their status or position; maintain healthy communication and proper boundaries, becoming neither under- nor over-involved in clients' personal matters. Use professional judgment when interacting with client in social setting.
- Written/Verbal Communication: Write/speak clearly and informatively English and Dari/Pashto

Opening Doors provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. In addition to federal law requirements, Opening Doors complies with applicable state and local laws governing nondiscrimination laws.