

Internship Job Description – Spanish Interpreter

Core Duties

- **Facilitating communication:**

Interpret spoken language in real-time (simultaneous) or after a speaker pauses (consecutive) during phone calls, appointments, examinations, and procedures.

- **Translating complex information:**

Simplify medical jargon so that patients can fully understand their condition, treatment options, and potential risks.

- **Ensuring clarity:**

Ensure both patient and provider are on the same page by accurately conveying questions and concerns.

- **Supporting follow-up care:**

Assist with tasks like translating follow-up calls, reminding patients of appointments, and helping with written documents such as discharge instructions or consent forms.

- **Maintaining confidentiality:**

Adhere to strict confidentiality laws like HIPAA and professional ethics.

- **Flexibility:**

Willingness to complete other special projects or tasks as they arise.

Skills

- Active listening
- Empathy
- Ethics

Schedule (Applicants will have an opportunity to discuss this schedule during interviews)

- Wednesday 11am-8pm
- Friday 9am-2pm
- Saturdays 8am-12pm (2nd and 4th of each month)