

Job Posting April 2023

Position Title: **Arabic Interpreter**
Department: **Resettlement**
Job Type: **Temporary Part-time (up to 16 hrs./week)**

The Interpreter is responsible for assisting Case Managers with home visits, accompanying clients to appointments as needed, and airport pickups; providing interpretation for all departments at RefugeeOne

Responsibilities:

- Accompany clients to appointments as needed including social security application, initial health screening, DHS, and any additional medical appointments as needed.
- Provide interpretation services as able for all departments at RefugeeOne including resettlement, immigration, youth, wellness.
- Patient and courteous in the provision of services to all clients and in interactions with all others
- Complete all required documentation
- Maintain accurate and adequate case files, notes, and data using RefugeeOne systems, electronic and file system
- Complete all required reporting accurately and on time
- Return communications (phone, email, mail) to internal and external colleagues and service providers within 24 hours
- Attend and participate in department and agency meetings.
- Complete other duties and tasks as assigned.

Qualifications:

- Fluent Arabic required
- Strong written and verbal English skills
- Valid Driver's license and use of a reliable car
- Minimum 1 years of experience as an Interpreter
- Experience working with refugees is preferable.
- Exceptional organizational and interpersonal skills
- Strong Computer skills including working knowledge of Microsoft Office, Outlook, Word and Excel.
- Must be flexible and willing to work evenings and weekends if needed.
- Ability to work under pressure and multi- task.
- Comfortable working in a variety of settings, i.e. office, client homes, schools
- Must be flexible and willing to work evenings and weekends if needed
- Highly organized; strong interpersonal relationships; strong computer skills, including working knowledge of Microsoft Office, Outlook, Word, and Excel;
- Ability to work under pressure, multi-task and attention to detail necessary.

COVID 19 Vaccination required

Salary: Commensurate with credentials and experience. Excellent benefits package.

To apply, send resume and cover letter to Jan Douglas at jdouglas@refugeeone.org.

NO PHONE CALLS PLEASE