



CALGARY IMMIGRANT WOMEN'S ASSOCIATION

VOLUNTEER POSITION DESCRIPTION

TITLE: Interpreter

DEPARTMENT: Settlement and Integration Department

REPORTS TO: Volunteer Program

This program provides opportunities for community members to become CIWA volunteers. All CIWA volunteers are required to provide a Calgary Policy Services security check.

SUMMARY OF POSITION

Volunteer interpreters accompany agency clients who are uncomfortable with their level of English on appointments, at different times of the day at CIWA and around the city. Setting for interpretation services include; legal, medical, social, and counselling. Time commitment is 6 months minimum, Monday-Friday on an on-call basis during the daytime and early evenings.

DUTIES AND RESPONSIBILITIES

- Sign interpreter contract,
- Follow and adhere to reference material guidelines provided at training session
- Must adhere to a strict confidentiality policy
- Provide accurate interpretation to clients
- Sensitivity towards people from diverse culture, socio-economic; and education background
- Experience with immigrants dealing with language barriers
- Proficiency in the language of interpretation
- Must attend both Volunteer and Interpreter's Orientation Sessions
- Report back to supervisor on the outcome of the appointment
- Attend and participate in CIWA events

STANDARDS OF PERFORMANCE

- Ensure that professional approach is aligned with CIWA values
- Demonstrate a high level of initiative and enthusiasm
- Maintain confidentiality at all times

QUALIFICATIONS

- Advanced English requires - minimum English level 7
- Proficiency in the language of interpretation
- Must possess good interpretation skills
- A background in Human Services is an asset

If interested, please contact:

Volunteer Program

Direct line 403-517-8830 E-mail volunteer@ciwa-online.com