



**NHCI Job Posting
November 29, 2018**

**Medical Interpreter
20 Hours
Schedule will vary**

Neighborhood Health Clinics, Inc. is accepting applications for a Medical Interpreter to assist in aiding communication between limited or non-English speaking Hispanic clients and the medical providers. Specific duties include:

- Provide communication between limited / non-English speaking Hispanic patients and their provider(s) to ensure all communication is being fully understood on both sides.
- Interact with clients and providers in a professional way while maintaining confidentiality.
- Will assist in special projects as time allows.
- Help assess current bilingual staff.
- Attends and participates in meetings and in-services as required. Participates in professional development activities. Serves on committees as requested.
- Performs duties in accordance with NHCI Standards of Conduct and Mission Statement.
- Performs related work as required and other duties (similar physical requirements and OSHA risk level) as assigned.

Part time position with some benefits. Applicants must be competent to perform medical interpretation. Must have certification as medical interpreter or obtain certification within six (6) months of hire. Medical Assistant background preferred. Prefer a background with medical interpretation. Interested candidates should send a resume along with a cover letter to NHCI Human Resource Department at: P.O. Box 11949, Fort Wayne, IN 46862 or by email at HRDEPT@NHCI.ORG or fax (260) 969-2911. Neighborhood Health Clinics is an Equal Opportunity Employer.