

CARE NET PENINSULA

SPANISH INTERPRETER

RESPONSIBILITIES

- You will work closely with the Client and her Advocate interpreting Spanish to English, on her behalf.
- You will assist with checking clients in for their appointments through an automated system and ensure intake forms are completed.
- You will answer telephone calls and make follow up calls to prior clients.

MUST HAVES

- Can interpret Spanish to English as well as speak, read and write fluent Spanish
- Committed to serving at least one 4-hour shift a week (business hours only).
- Get a good rating on a background check (criminal history and sex offender).

SKILLS

- You make others feel at home.
- You're flexible and people like to have you on their teams.
- You're trustworthy and people often open up their feelings to you quickly.

LOCATION

- This opportunity is for our Newport News clinic.