



Senior Charity Care Volunteer Job Description

Position:	Volunteer Translator Description
Hours/Classification:	Variable as needed. Remote/ In-Person
Reports to:	Case Management Director
Date Reviewed:	March 2024

The primary responsibility of this role is to provide language translation between SCC staff (office personnel and clinicians) and our patients. Our seniors speak a variety of languages and when it comes to their health, we believe it is important that they fully participate in their health screenings and procedures. We believe our patients need to feel comfortable being able to ask the questions they want and receive thorough answers.

Responsibilities:

- Be available either via telephone or in person to help facilitate effective conversations between SCC staff and patients.
- Assist the senior in filling out required intake forms.
- Translate written documents into a specific language.
- Engage our seniors in polite conversation so that they feel welcomed and comfortable.

Knowledge, Skills, and Abilities

- Ability to communicate fluently in a clear and effective manner (written and verbally).
 - Even if you don't feel like you are fully "fluent", if you feel like your skills are fairly strong and you can memorize a few specific phrases and recurring medical terminology, it would still be helpful.
- Ability to maintain personal schedule and be available when assigned.
- Helpful to know how to use Google Suite and email programs for written communication and translation of documents.