



## EXTERNAL JOB POSTING

**Job Title:** Interpreter

**Program:** Wesley Interpretation Services

**Posting Date:** November 23, 2018

**Status:** on-call basis

**Job Posting:** # 1044

**Effective Date:** ASAP

**Note:** In this position you will be working as a self-employed agent. You will be contacted for interpretation assignments on an on-call basis; there is no set amount of hours per week.

**Purpose:** Wesley Interpretation Services is dedicated to improving access to services for limited and non-English speaking communities through cost-effective, high quality language services. When you work as a self-employed interpreter, you are working with one of the most vulnerable and at-risk populations in the Hamilton community. A high level of proficiency, and well-established professional boundaries, are required for this role as you will work with clients, case managers and community partners.

**Languages:** Wesley Interpretation Services offers interpretation in a number of languages, and is seeking additional interpreters in the following languages: Somali, Swahili, French, and Mandarin/Cantonese. In context, Wesley Interpretation Services is seeking a wide variety of different languages, so candidates that speak other languages are welcome to apply.

### **Duties:**

1. Provide on-site interpretation at multiple locations in the Hamilton area.
2. Provide interpretation services for home visits, medical appointments, counselling appointments, and events.
3. Provide telephone interpretation.
4. Message relay.
5. Translation of documents, i.e. medical forms, application forms, etc.

### **Qualifications:**

1. Must have previous experience working as an interpreter.
2. Certified interpretation certificate and/or education in interpretation is an asset.
3. Must be able to verbally speak the language fluently. Written fluency is an asset.
4. Familiarization with social service agencies and the vulnerable population is an asset.
5. Ability to deal with sensitive issues and work with the vulnerable population.
6. Ability to access and use telecommunication technology.
7. Ability to provide accurate verbal interpretation to both client and staff member.
8. Strong customer service skills.
9. Ability to work without supervision.
10. Ability to establish and maintain professional boundaries.
11. Committed to ongoing professional development.

12. Ability to arrive to assignments on time.
13. Recent Police Vulnerable Sector Check is required.

## **Competencies**

### **Customer Service**

1. Builds constructive relationships characterized by a high level of acceptance, cooperation and mutual respect
2. Helps to create and contributes to a work environment that embraces and appreciates diversity
3. Values and respects the internal and external customers to the organization

### **Accountability**

1. Takes personal responsibility for the quality and timeliness of their work, and team work
2. Believes, respects and adheres to the vision, mission and values of Wesley Urban Ministries

### **Commitment**

1. Demonstrates an understanding of Wesley Urban Ministries Mission, Vision and Values through service delivery approach
2. Acts with integrity
3. Demonstrates a knowledge of the code of ethics of working in social services
4. Adapts to changing program requirements, conditions and work responsibilities

Please send a cover letter and resume to: [hr@wesley.ca](mailto:hr@wesley.ca)

Wesley Urban Ministries is an equal opportunity employer. We encourage applications from all qualified applicants. Only candidates selected for an interview will be contacted. No phone calls please. More information about Wesley can be found on our website at [www.wesley.ca](http://www.wesley.ca). Job applicants requiring accommodation to participate in the hiring process should contact the Human Resources Department at [hr@wesley.ca](mailto:hr@wesley.ca)