

**Reports to:** Family and Community Services Manager  
Childhood

**Department:** Early

**Status:** Full Time/Full Year

**Date:** 06/2020

**POSITION SUMMARY:** Under the direct supervision of the Family and Community Services Manager (FCSM), to provide translation of documents and interpretation for children, families, and staff. Thus, bridging the gap between English and Spanish languages. Interprets spoken word into and from both languages. Convert written material from one language to another for classrooms, home visits, socializations, Policy Council, parent teacher conferences, and as the need arises. This position is based in the central office and available to those in need of interpretation/ translation in the twelve-county area.

## ESSENTIAL FUNCTIONS:

- Plan weekly schedule for classroom, home visits, and other events with FCSM to ensure needs for services are prioritized.
- Communicates and works effectively with other staff members and community partners.
- Excellent listening skills.
- Excellent analytical skills to be used to probe for answers.
- Excellent memory.
- Possess an inquisitive nature and the ability to ask relevant questions.
- Strong reading and comprehension skills.
- Good writing skills.
- Good typing skills.
- Ability to make translated materials cohesive and easily readable.
- The ability to act as an advocate for the speaker.
- Ability to work with both adults and children.
- Ability to complete child screenings using their home language.
- In collaboration with classroom and home visiting staff, evaluates daily program and individual children's progress.
- Ability to understand and support educational and family goals for the non-English speaking program participants.
- Responsible to enter documentation of translation and interpretation sessions in the data base daily.
- Complete and submit all required documentation according to set time frame and expectations
- Support team to ensure documentation is completed and submitted according to the time frame
- Ability to work flexible hours to meet the needs of the program and its customers.
- Ability to travel throughout SEK-CAP's twelve county service area.
- Adhere to Head Start Program Performance Standards, Policies and Procedures, Kanas Licensing, and Best Practices.
- Transport or support the transport of non-English speaking families as needed.
- Respect and support cultural differences and diverse family structures.
- Respects the confidentiality of information regarding children and their families and other staff members.
- Demonstrate exceptional work habits and model exemplary attendance behavior.
- Attend mandatory training and staff meetings.

- Advocate for SEK-CAP, Inc. in the community.
- Complete required documentation and reports.
- Maintain and assure confidentiality and privacy of SEK-CAP customers.
- Uphold and promote the Code of Ethics, Core Values, and Mission of SEK-CAP, Inc.
- Support management decisions both in actions and words.
- Other duties as assigned.

## **KNOWLEDGE AND EXPERIENCE:**

### **Essential:**

1. Computer skills with IBM compatible P.C. systems and software.
2. Proficient with word processing programs.
3. Practical knowledge of document design and page layout.
4. Ability to operate general office equipment such as photocopiers, faxes, and phone systems.
5. Superior interpersonal skills, including the ability to get along with diverse personalities.
6. Ability to interact in a mature, tactful and flexible manner with the general public.
7. Ability to communicate effectively and clearly, both orally and in writing.
8. Resourceful and well organized.
9. Ability to establish and maintain positive, effective working relationships with co-workers, community partners, and customers.
10. Ability to learn and adapt.

### **Desired:**

1. Exceptional command of the English and Spanish language with respect to professional communication, including grammar and punctuation.
2. Organized and able to implement systems and follow-up processes, use independent judgment, and produce a quality product within tight time constraints.
3. Skilled in proofreading, editing, and rewriting.
4. Demonstrated ability to translate complex ideas into understandable language.

## **EDUCATION AND QUALIFICATIONS:**

1. High school diploma or equivalent.
2. Successfully complete a physical exam and TB skin test before beginning employment and every three years thereafter.
3. Related translation or interpreter field of study, or equivalent experience.
4. Submit to and pass standard criminal history check.
5. Submit to and pass standard drug screen test upon request.

## **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions:

1. Use hands to finger, handle, or feel.
2. Reach with hands and arms.
3. Sit or occasionally stand; walk and stoop, kneel, or crouch.
4. Regularly lift and/or move up to 30 pounds.
5. Required vision abilities include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
6. Occasional exposure to wet and/or humid conditions.
7. Occasional exposure to outside weather conditions.

8. Occasional exposure to extreme cold and extreme heat.
9. Operate in a noise level that is usually quiet to moderate.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**ACKNOWLEDGEMENT:**

“I have presented this job description to the employee and all aspects of the position have been reviewed.”

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Supervisor Signature

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Date

“I have read this job description and thoroughly discussed the contents with my supervisor.”

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Employee Signature

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Date