Brown County Human Services Department
Spanish Translator Volunteer or Intern - Job Description

Volunteer Responsibilities:

1. Maintain confidentiality of all information observed.

2. Provide verbal translation to Spanish speaking consumers applying for or receiving economic support assistance (food stamps, Medicaid, child care assistance) or are involved with Child Protective or Juvenile Court Services.

3. Translate written documents from Spanish to English.

4. Translate phone messages from Spanish to English.

5. Phone Spanish speaking consumers on behalf of English speaking staff.

6. Document hours served on time sheets provided.

Agency Responsibilities:

1. Volunteer Coordinator will provide agency orientation

2. Supervisor / staff will fully train the volunteer(s) / interns on all aspects of the duties listed above.

3. Provide a work station and necessary supplies.

The hours can be provided by one volunteer / intern or a combination of volunteers between the hours of 8:00 AM and 4:30 PM. Monday - Friday. Hours are flexible. Volunteer(s) can determine the day(s) and time(s) to report. This position is needed for up to 30 hours per week.

Reimbursement for mileage and parking at the annually established rate will be provided with the intern / volunteer providing documentation to the volunteer coordinator on the designated agency forms.

(02/22/2010)