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# Example of Medical Interpreter Job Description

Our company is growing rapidly and is looking to fill the role of medical interpreter. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for medical interpreter

* Work pro-actively on connecting and engaging newly-arriving families with health and mental health care as needed
* Applications and processing for Continuing Education Credits
* Supply purchasing for classes
* Maintain master calendar such as room blocking and class scheduling
* Schedule and organize bilingual over-the-phone assessments for Bridging the Gap candidates
* Record bilingual assessment results and submit score report to Bridging the Gap candidates
* Process registration payments and maintain registration lists
* Coordinate breakfast, lunch and snack menu for classes
* Coordinate instructor and class helpers
* Prepare folders, copies and handouts for each class & instructor

## Qualifications for medical interpreter

* Training in medical interpreting and translating or experience in related field
* Successful completion of interpreter competency test
* Complete fluency in language(s) for which hired, demonstrated by completion of various competency examinations of language skills
* Ability to read, write and speak the English language and their native or target language
* Ability to service other shifts on a periodic basis, per direction of department manager or designee
* Washington State Department of Social and Health Services medical certification or national medical