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# Example of Medical Interpreter Job Description

Our company is looking to fill the role of medical interpreter. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for medical interpreter

* Answers telephones and schedules appointments for services
* Provides information on hospital and community resources
* Perform on-call translation duties requiring immediate response to electronic paging
* Spoken language interpretation
* Maintain and update personal calendar of assignments
* Explain hospital resources, office protocols, and limitations to clinicians and patients
* Adheres to hospital policies on customer relations and hospitality
* Understands the hospital’s system of service delivery
* Written translations as required in patient encounters such as filling out forms and medical instructions, and medication schedules
* Also assists department with on-the-job training and mentoring of interpreter practicums

## Qualifications for medical interpreter

* Previous experience as interpreter in a hopsital setting preferred
* Progressive experience in Spanish/English translation/interpretation services in a healthcare setting with demonstrated ability to teach Spanish (conversational and medical) to staff
* Must be fluent in reading, writing, speaking and understanding English and Spanish and be able to effectively communicate in both with patients, families, staff and community contacts in person, by telephone and in writing
* Proficient in typing, use of MS office software including data base management required
* Participate as a neutral party in the role as conduit of information that must flow between Duke staff and the Non-English speaking patient/visitors
* Ensure that all information pertaining to the patient's outpatient services, hospitalization