



Job Title: Interpreter
Location: Denver, Colorado
Duration: Occasional, Non-Exempt
Salary Range and Band: Administrative Support 9B

BACKGROUND:

Founded in 1933, the IRC is a leading nonsectarian, voluntary organization providing relief, protection and resettlement services for refugees and victims of oppression or violent conflict. The IRC in Denver opened in November 2016 to provide a continuum of services from reception and placement for newly arrived refugees to extended case management, employment and health services to support self-sufficiency and long-term integration. The office will resettle approximately 250 refugees in FY17, and will eventually expand to provide numerous program services to assist refugees from arrival through citizenship.

SCOPE OF WORK:

The Interpreter is an integral part of the Denver resettlement team, and will be providing interpretation services for clients as required for the Reception & Placement (R&P) program and in accordance with Colorado Alliance for Refugee Empowerment and Success (CARES) guidelines. This position reports to the Senior Caseworker, Family Stabilization.

RESPONSIBILITIES:

- Serve as the communication liaison between staff and the client to ensure services are client-centered
- Assist case management staff in relaying important deadlines, instructions, questions, and other communication to clients in their native language
- Assist clients in communicating any concerns, questions, or other information to case management staff when clients are not fluent or comfortable speaking English
- Translate documents from English into clients' native language
- Assist staff with building client rapport
- Other duties as assigned

REQUIREMENTS:

- Fluency in both written and spoken English and at least one of the following languages required: Amharic, Arabic, Dari, Farsi, French, Kibembe, Kinyarwanda, Kirundi, Kiswahili, Kunama, Oromo, Pashto, Portuguese, Russian, Somali, Spanish, Tigrinya or other languages of IRC clients in the area. Applicants will be tested for language proficiency prior to hiring.
- Education in linguistics or related field and/or evidence of training in interpretation techniques a plus.
- Prior experience providing interpretive services strongly desired.
- Must be a team player, detail oriented, patient, professional, and reliable.
- Experience in working with refugees is highly desirable.
- Available for work assignments during regular business hours. Evening and weekend availability a strong plus.
- Preferred: Use of personal vehicle with valid driver's license and current insurance.

To apply, please visit <https://www.rescue.org/careers>.

IRC leading the way from harm to home.

IRC is an Equal Opportunity Employer. IRC considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability or any other characteristic protected by applicable law.

If you need assistance in the application or hiring process to accommodate a disability, you may request an accommodation at any time. Please contact Talent Acquisitions at IRC.Recruitment@rescue.org. As required by law, the IRC will provide reasonable accommodations to qualified applicants and employees with a known disability.