



WESTMAN IMMIGRANT SERVICES

Assisting people from around the world

JOB DESCRIPTION

Position Title: Professional Interpreter (Casual)
Section: Westman Immigrant Services Language Centre
Supervisor: Language Centre Coordinator

PRIMARY FUNCTION

Provide interpretation in the target language for Limited English Proficient (LEP) clients and service providing organizations on an as-needed basis, in accordance with the Westman Immigrant Services Language Centre (WISLC) Code of Ethics and Standards of Practice for Interpreters.

POSITION DUTIES AND RESPONSIBILITIES

- Provide face to face interpretation in the target language:
 - Convey information accurately between LEP clients and English speaking Service Providers.
 - Encourage direct communication between LEP clients and English speaking Service Providers.
 - Utilize/ integrate ethical principles to guide behavior in all interpretations
- Provide telephone interpretation, message relay and reminder calls, as directed.
- Provide sight translations:
 - In accordance with individual competencies (interpreter must have full comprehension of the written content/material).
 - In the presence of the Service Provider or other staff who requested the service, assuring that the client has the opportunity to ask questions and seek clarification
- Adhere to WISLC Code of Ethics and Standards of Practice for interpreters as well as organizational policies and procedures
- Inform WISLC of availability and update schedule on regular basis.
- Respond to offers of assignment as soon as possible.
- Provide feedback to Language Centre Coordinator regarding issues with assignments.

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- Immediately notify booking coordinator of changes/issues (appointment cancellation, early completion of assignments, inability to fulfil an assignment)
- Maintain utmost confidentiality at all times.
- Participate in professional development opportunities and interpreter meetings as required.

KNOWLEDGE, SKILLS & ABILITIES

- Excellent communication skills in English and the target language.
- Excellent interpersonal, organizational, problem solving and conflict resolution skills.
- Ability to be adaptable and to work independently in fast-paced, high stakes situations while interpreting confidential and sensitive information.
- Experience working with diverse populations such as immigrants, newcomers and refugees is an asset and understanding issues they face in accessing services.
- Ability and willingness to utilize information technology (Internet, scheduling software)
- Ability to work independently on an as-needed basis.
- Must be physically present in Brandon or Westman area at the time of application.

QUALIFICATIONS

- Demonstrated proficiency in English Language and the Target language through successful completion of ILSAT (Interpreter Language and Skills Assessment Tools) is required.
- Minimum language level: CLB 7, IELTS 7, CELPIP 8, TOEFL 550 (and above).
- Minimum grade 12 or equivalent.
- Post-secondary education preferred.
- Successful completion of Westman Immigrant Services Language Centre Interpreter Training is required.
- Successful Completion of Criminal Record Check and Adult Abuse Registry.
- Valid Manitoba driver's license and use of a vehicle preferred but not mandatory.

Please send a cover letter and resume by email, to:

abigaile@westmanimmigrantservices.ca

Or by mail, to:

Westman Immigrant Services
1001 Pacific Ave., Brandon, MB, R7A 0J2

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