



Job Description	
Job Title:	Professional Community Interpreter
Reporting to:	WIS Language Centre Coordinator
Location:	WIS Brandon
Position Type + Hours:	Casual
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 WIS Language Centre (WISLC) Code of Ethics and Standards of Practice for Interpreters.	
Essential Functions + Responsibilities	
<ul style="list-style-type: none"> • Provide face to face interpretation in the target language: <ul style="list-style-type: none"> ○ 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, virtual interpretation, message relay and reminder calls, as directed. • Provide sight translations: <ul style="list-style-type: none"> ○ 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. • Always maintain utmost confidentiality and privacy at all times. • Inform WISLC of availability and update schedule on a regular basis. • Respond to offers of assignment as soon as possible. • Provide feedback to Language Centre Coordinator regarding issues with assignments. • Immediately notify booking coordinator of changes/issues (appointment cancellation, early completion of assignments, inability to fulfil an assignment) • Participate in professional development opportunities and interpreter meetings as required. 	
Knowledge, Skills + Abilities	
<ul style="list-style-type: none"> • 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.

Basic Qualifications

- Demonstrated proficiency in English Language and the Target language through successful completion of ILSAT test (Interpreter Language and Skills Assessment Tools) is required.
- Minimum language level: CLB 8, IELTS 7, TOEFL 94-101 (and above).
- Minimum grade 12 or equivalent.
- Post-secondary education preferred.
- Successful completion of WIS Language Centre Interpreter Training is mandatory.
- Successful Completion of Criminal Record Check and Adult Abuse Registry.
- Valid Manitoba driver's license and use of a vehicle preferred but not mandatory.