



“This institution is an equal opportunity provider”

Position Available:

Wyoming Child & Family Development, Inc. Gillette Center is accepting applications for an **Interpreter – Spanish** For application/information: www.wyomingchild.org, 307-682-4214. **“This institution is an equal opportunity employer.”**

JOB DESCRIPTION

TITLE OF POSITION: INTERPRETER

SUPERVISED BY: Center Coordinator and Case Manager

GENERAL RESPONSIBILITY: Responsible for interpreting/translating both written and oral program activities and materials in the primary language of the families, as required.

MINIMUM QUALIFICATIONS:

- Must be able to communicate clearly, both written and orally, in English and the designated second language.
- Must be knowledgeable and sensitive to cultural beliefs.
- Must be able to perform the essential functions of the position as described in the job description without presenting a danger to self or others with or without reasonable accommodations.

ESSENTIAL FUNCTIONS:

1. Interprets for staff and non-English fluent parents at IFSP/IEP meetings.
2. Interprets for staff and parents, therapeutic activities and conversations during therapy and case management activities.
3. Translates/interprets newsletters and therapy documents generated by the family and staff.
4. Translates written program documents including but not limited to menus, recruitment materials and posters.
5. Interprets/translates for children and families during the child find and enrollment process.
6. Interprets activities for families of enrolled children.
7. Interprets classroom and/or therapy activities for non-English fluent children.
8. Provides direct services to children, families and staff in a variety of settings and weather conditions, including classrooms, private childcares and preschools, and family homes.

ALL REQUIREMENTS FOR THIS POSITION WILL MEET THE HEAD START/EARLY HEAD START PERFORMANCE STANDARDS, DFS LICENSING, NAEYC STANDARDS, WYOMING DIVISION OF DISABILITIES RULES AND REGULATIONS AND WCFD POLICIES AND PROCEDURES. ALL EMPLOYEES WILL ADHERE TO THE MISSION, VISION, AND VALUES OF WCFD.

THESE ARE MINIMUM REQUIREMENTS, NOT PERSONAL QUALIFICATIONS OF THE PERSON(S) PRESENTLY IN THE JOB. IN OTHER WORDS, YOU MUST MEET THESE REQUIREMENTS IN ORDER TO BE CONSIDERED FOR THE JOB.

STANDARD JOB REQUIREMENTS:

- Able to perform the essential functions of the position, as defined in the job description, without presenting a danger to either self or others, with or without reasonable accommodations.
- Must have an employment physical, AHA CPR and First Aid Training, and TB test completed within 90 days, unless otherwise specified by the supervisor.
- Wyoming Child and Family Development, Inc. requires all prospective employees to participate in a Central Registry and criminal background check, including fingerprinting.
- Must have a valid driver's license, safe driving record and liability insurance as required by Wyoming State Law.

PHYSICAL/ENVIRONMENTAL REQUIREMENTS:

1. Must be able to work with families and children birth through age 5.
2. Must possess proper stress management techniques.
3. Must possess visual acuity and stamina to read technical material for extended periods of time.
4. Be able to sit, stand, or walk for long periods of time without fatigue or discomfort.
5. Must be able to travel to site locations, meetings and trainings, both in and out of state.
6. Must be willing to drive in a variety of weather conditions.
7. Must be able to hear and process ordinary conversation and telephone conversation.
8. Must be able to communicate effectively with staff, children, families, and community.
9. Must be able to tolerate air-conditioned buildings and fluorescent lights.
10. Must be able to climb stairs, stoop, kneel, crouch and/or reach, to retrieve materials and supplies from ground level to a height of at least 5 ft.
11. Must have upper body strength to lift and carry the equivalent of 50 pounds.
12. Must be able to assist a child to safety in case of an emergency.
13. Must be able to work in a flexible daily routine and change as required.
14. Must be able to work in a variety of temperatures, including hot and cold weather.
15. Transportation staff must:
 - a. Able to tolerate possible exposure to biohazards, i.e., body fluids, etc.
 - b. Ability to recognize mechanical problems that would require stopping of bus to prevent damage or potential accident while driving.
 - c. Able to read gauges on dash of bus and recognize indicator of problems.
 - d. Able to tolerate possible gas and diesel fumes.
 - e. Able to tolerate dust and gravel.