



LA MAESTRA  
COMMUNITY HEALTH CENTERS  
City Heights · El Cajon · National City · Lemon Grove

# La Maestra Community Health Centers

## Job Announcement

### Swahili, Oromo Translator

**Starting Pay:** DOE

**Hours of Work:** TBD (Mon-Fri)

**Location:** 4060 Fairmount Ave. SD, CA 92105

**Status/ Hours:** Full Time/ Non-Exempt

#### **Summary:**

The translator is responsible for performing interpreting / transliterating services of oral and/or written communications between English and a designated second language or languages in a variety of settings, primarily the medical setting; and performs other duties as required. They are responsible for assisting patients, clients and visitors with their specialized language.

#### **Responsibilities:**

- The Translator will assist patients, clients and visitors that need translation services while receiving care at La Maestra Community Health Centers.
- Responsible for upholding all standards to patient care, ensuring to greet each patient with a verbal greeting, eye contact and a smile.
- Maintain effective communication skills with patients. This includes listening skillfully and displaying a willingness and ability to acknowledge patient needs, expectations and values through the use of reflective listening and empathy conveyance. Responds to patient needs in a way that is helpful and beyond expectation.
- Ensures to comply with all HIPAA Laws and regulations, ensuring all patient medical information remains safeguarded and confidential
- Accurately translates the words expressed by patients, clients or visitors and does not suggest or amend any answer or words on behalf of the applicant.
- Help the patients, clients or visitors to complete forms for different services.
- Responsible for assisting patients with linkages to clinic services and other community based services as needed.
- Other functions as directed by the Supervisor
- Maintain effective communication and working relationships with other employees and patients

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### **Job Requirements:**

**Education:** High School Diploma or GED preferred

**Certification required:** N/A

**Experience:** 1-2 years' experience like translator in a physician office or hospital is preferred.

**Verbal and Written Skills to perform the job:** Talk to equivalent to educated native speakers fluently. Total fluency in the language so you can communicate at all levels with the native people.

Knowledge of the language in comprehensive vocabulary, idioms, colloquialisms, and cultural preferences.

Familiarity with basic word processing, spreadsheet, and database applications.

**Technical knowledge and skills required to perform the job:** Excellent verbal, written and interpersonal communication skills and the demonstrated ability to work with diverse individuals and groups. Knowledge of communities we serve. Knowledge and experience working in medical settings and interacting collaboratively with medical teams. Skill in analyzing situations and making timely decisions.

**Physical and Mental Requirements:** Work involves sitting, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms. The employee may be required to push, pull, lift, and/or carry up to 20 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Interested Applicants please submit:** Cover Letter and current resume

Human Resources Department

Email: [employment@lamaestra.org](mailto:employment@lamaestra.org)

Fax: 619-269-1291

*La Maestra Community Health Centers is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, national origin, age, sexual orientation, gender, disability or any other legally protected status.*