




Clackamas Volunteers in Medicine is a non-profit organization dedicated to providing quality healthcare to low-income, uninsured residents of Clackamas County. Located in Oregon City, the Clinic is the only clinic in Clackamas County which offers medical services at no cost to patients. We provide:


**Appointment Based Primary Care:**

Volunteer primary care physicians and nurse practitioners provide comprehensive services to clinic patients, including disease prevention and health maintenance. Services include physical exams, care for patients with chronic disease such as diabetes, asthma, hypertension, and heart disease, and education for self-care.


**Referrals:** Specialized services that cannot be provided onsite are referred to our network of specialty physicians within the region,

**Wellness Education:** The clinic serves as a health education resource and provides self-care coaching and educational materials for patients.

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PO Box 2592  
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## MEDICAL INTERPRETER

### CVIM JOB DESCRIPTION

**Position:** Volunteer Medical Scribe

**Reports to:** Volunteer Coordinator

**Supervises:** No supervising required

**Position Description:** Volunteer interpreters work as the primary interface between staff and patients, providing culturally competent, caring and quality interpretation. They stay with the patient during their appointment, and make follow up calls to them with lab results and other prescribed care.

**Specific Tasks:**

- Provide interpretation services for patients in all areas of the clinic to include phone calls, front office reception, appointment scheduling, eligibility screening, settling patients into treatment rooms, laboratory, examination with medical personnel and assisting clinic coordinator in after care instructions.
- Maintain strict confidence of all conversations
- Learn clinic procedures and eligibility guidelines, terminology and ensure the patient understands the procedures at the clinic and after-care instructions.
- Assist in translation of written materials from English to other language(s).

**Qualifications:**

The successful Medical Interpreter will have a fluent command of English and Spanish. **Individuals who are pursuing their medical interpreter certification may complete their required hours at the clinic. A 40-hour commitment to the clinic is requested.** Preference will be given to volunteers who have completed their OHCA or equivalent coursework, or those with prior medical interpretation experience.

This position requires strong command of a language including the ability to clearly communicate medical terms and conditions to patients who speak limited English. Interpreter needs to be compassionate, discreet, patient and polite with understanding of the social nuances of other cultures. This position requires accompaniment of patient through all phases of a clinic visit, including examination and lab.

**Schedule:** The Volunteer Interpreter serves 3.5- 4.5 hours per shift and may sign up for specific days and times when the clinic is open and seeing patients. Currently, those hours are as follows:

Every Tuesday, 12:30-5pm

Every Wednesday, 12:30-5pm

Every Thursday, 12:30-5pm or 4:30 pm-8 pm