Employment Opportunities at Phoenix Refugee and Immigration Offices
2502 East University Drive, Suite 125, Phoenix AZ 85034

On-Call Interpreters needed to assist Refugee Clients with the following languages:

Rohingya, Dari/Farsi, Swahili

*PLEASE DO NOT APPLY UNLESS YOU SPEAK ROHINGYA, DARI, Farsi, OR SWAHILI FLUENTLY*

*ALL APPLICANTS SHOULD SPEAK ENGLISH FLUENTLY*

Reports to: Program Coordinator

Department: Refugee and Immigration Services

Salary: $13.00 per hour

General Description:

Simultaneously or consecutively interprets spoken communication for refugees from their native languages to English, and vice-versa. Interpretation may take place in a wide variety of places (hospitals, doctors’ offices, schools, LSS-SW office, etc.).

Essential Duties and Responsibilities include the following:

- Provide consecutive in-person and over-the-phone interpretation between English and the client’s native language
- Provide written translation of documents.
- Work variable hours based on operational needs.
- Act calmly and professionally in demanding situations.
- All other duties as assigned.

Qualification Requirements: To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience, Ability:

Bachelors’ degree or equivalent combination of education and experience.
**Language Skills:**

Ability to communicate clearly. Ability to listen and perceive need, working with people from diverse backgrounds non-judgmentally. Ability to effectively present and represent LSS-SW and the Division’s needs to religious and community groups as well as others in the social services community.

**Mathematical Skills:**

Ability to understand basic math and calculations.

**Reasoning Ability:**

Ability to define problems, collect data, evaluate information, draw conclusions, and take appropriate action based on this information. Ability and confidence to make decisions when appropriate and when to solicit guidance.

**Physical Demands/Work Environment:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to sit or stand for long periods of time. The employee frequently is required to use hands to hold objects and operate office equipment.

- The employee is required to be able to listen and communicate effectively.
- The employee may be required to occasionally lift and/or move up to 25 pounds.
- The noise level in the work environment varies with the activity level of the facility.
- Maintain valid AZ Driver License and reliable transportation.
- Ability to work within mission of LSS-SW.
- Adhere to the LSS-SW Interpreter policy for ACCURACY, CONFIDENTIALITY, IMPARTIALITY, PROFESSIONALISM and GENERAL CONDUCT.

**Work authorization:**

- United States (Required)

To apply please email your resume to Let Let Htwe: lhtwe@lss-sw.org