

UW HEALTH JOB DESCRIPTION

MEDICAL INTERPRETER ASL

Job Code: 300074	FLSA Status: Non- Exempt	Mgt. Approval: D. Anillo Manotas	Date: February 2021
Department: Diversity & Interpreter Servcs/10240		HR Approval: J. Theisen	Date: February 2021

JOB SUMMARY

Under the general direction of the Interpreter Services Manager, the Medical Interpreter ASL provides accurate and professional Sign language interpretation to UW Health patients, families and staff in a wide variety of settings and specialty areas. This includes appointments at all UW Health clinic locations, as well as telephone and relay services. The Medical Interpreter ASL also serves as a resource to patients, families, faculty and staff connecting them with the appropriate resources for Deaf and Hard of Hearing patients & families. In addition, the Medical Interpreter assists the Manager daily operations such as scheduling interpreter appointments, processing interpreter payments and maintaining the interpreter database.

Title VI of the Civil Rights Act requires health care institutions to provide language assistance free of charge to all limited-English proficient (LEP) patients. The Medical Interpreter ASL plays a key role in the UW Health ability to comply with the regulatory and accreditation requirements.

MAJOR RESPONSIBILITIES

- Provide interpretation for Deaf and Hard of Hearing
 - Provide thorough, timely and accurate interpreting for patients, families, faculty, and staff.
 - Perform duties following the guidelines provided by the Registry Interpreters for the Deaf. (RID)
 - Follow the policy and procedures of the Interpreter Services Department.
- Serve as resource to patients, families and staff
 - Establish and maintains quality service and positive interaction with patients, families, faculty and staff.
 - Explain UW Health resources, office protocols and limitations to patients, families, faculty and staff.
 - Assist with patient follow-up as necessary.
- Support Operational Excellence
 - Assist in coordinating foreign language and sign language interpreter services.
 - Process payment of interpreters.
 - Maintain and update information in database to ensure interpreters compliance with UWHC guidelines.
 - Other as assigned by manager

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	High School Degree
	Preferred	Post-high school related coursework/degree
Work Experience	Minimum	One (1) year interpretation experience.
	Preferred	Healthcare interpretation experience
Licenses & Certifications	Minimum	Certified by The Registry Interpreters of the Deaf (RID) as CI or NIC or NAD
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Fluency in American Sign Language • Knowledge of medical terminology • Knowledge of the Deaf and Hard of Hearing community • Excellent customer service skills • Excellent interpersonal skills. • Ability to maintain a high level of confidentiality. • High level of self-awareness and cultural competence • Excellent organizational skills. • Ability to promote an atmosphere of cooperation and mutual support • Ability to work independently and effectively • Ability to listen effectively

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	<ul style="list-style-type: none"> Ability to function effectively in a fast paced and changing environment with multiple priorities and objectives Ability to use personal computer software applications such as word processing, spreadsheet and database applications. 		
AGE SPECIFIC COMPETENCY (Clinical jobs only)			
Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.			
Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,			
<input type="checkbox"/>	Infants (Birth – 11 months)	<input type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input type="checkbox"/>	Older Adult (Over 65 years)
JOB FUNCTIONS			
Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.			
PHYSICAL REQUIREMENTS			
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time
		Constant 67%-100% of the time	
<input type="checkbox"/>	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible
X	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Negligible or constant push/pull of items of negligible weight
<input type="checkbox"/>	Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#
<input type="checkbox"/>	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#
<input type="checkbox"/>	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#
List any other physical requirements or bona fide occupational qualifications:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.