



## **Liberty House Job Announcement**

Certified Medical Interpreter/Clinic Assistant

Full-time – 40 hours

Compensation: Starting at \$19.50 per hour, DOE

Excellent benefits package

### **About Liberty House**

Liberty House is a nonprofit organization dedicated to supporting children and families facing concerns of abuse, neglect, trauma, and grief since 1999. Our successes lead to vital positive social change and we are looking for a highly organized, energetic, and passionate person to join our team. Visit [www.libertyhousecenter.org](http://www.libertyhousecenter.org) to learn more about Liberty House.

### **Certified Medical Interpreter/Clinic Assistant**

The Certified Medical Interpreter provides accurate interpretation and translation of medical information in direct service to health care providers and support staff in a variety of settings and locations as a communications bridge for non- or limited-English speaking patients and or families. As the Clinic Assistant, a successful applicant will be responsible for documenting accurate and detailed information of patient visits. The ideal candidate will increase the efficiency and the productivity of the providers. The Clinic Assistant allows the doctor to focus on what is most important, the patient.

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### **Primary Duties**

- Interprets information during child forensic interviews, child abuse medical exams, during family support for non-offending caregivers, and assisting with scheduling and follow-up calls for the Intake department. The CMI will interpret for children, families, Liberty House staff, and Liberty House partners which includes law enforcement and child welfare caseworkers.
- Written translation for Liberty House documents.
- Patient medical history and physical exam,
- Procedures and treatments performed by healthcare professionals, including nurse practitioners and physician assistants.
- Patient discharge summary and explanations of risks and benefits.
- Provider-dictated diagnoses, orders, prescriptions, and instructions for patient or family members for self-care and follow-up.
- Prepare consult notes or discharge summaries as directed by the providers.
- Other duties based on the prior experience and training of the candidate.
- Dictation/faxing/phone calls and clerical tasks.
- Clinic Assistants are asked to prepare medical summary as directed by the providers, via dictation or summary of the medical record.

- Clinic Assistant also ensure that letters are mailed or faxed on a daily basis to all providers involved in a patient's care (if ROI signed by parent or guardian), and with all copies of pertinent reports or tests attached per each provider.
- You may be asked to research contact information for referring external partner, coordinate coordination of care, prepare diagnostic or lab orders, make phone calls, and other clerical tasks as assigned.
- Scribe for the provider as needed during the examination.
- Input height and weight measurements and vital signs and input in the chart as needed; add patient history items such as allergies.
- Take clear, concise notes during the examination.
- Order lab tests and imaging requests for patients, per medical provider orders.
- Calling for lab pick-ups when needed.
- Ordering supplies as needed.
- Follow up on test results according to provider recommendations.
- Coordinate use of digital camera and maintain camera for ready use.
- Process digital photos: download to a computer, burn onto CD, and store.
- Request and receive medical records from other providers and partner agencies.
- Communicate by telephone with families, pharmacies, and laboratories on behalf of the medical providers, and other members of the Clinical Team.
- Schedule X-rays.
- Perform other duties as assigned.

## **Qualifications:**

### **Education and Experience:**

- High school diploma required. College level education preferred.
- One year of experience as a medical interpreter in Spanish.
- Certified Medical Interpreter (CMI) preferred.
- Oregon Health Care Interpreter Certification (HCI) for applicable languages is required.

### **Other Qualifications:**

- Fluency in English and Spanish required.
- Excellent written and verbal communication skills.
- Ability to study and understand programs and funding requirements of Liberty House.
- Strong research skills and knowledge of information sources.
- Ability to handle confidential matters with utmost integrity.
- Working knowledge of computers.

Effective October 18th, 2021 Liberty House will require all employees and new hires to be vaccinated against COVID-19, unless they qualify for an approved medical and/or religious exemption.

### **To Apply:**

Please email a cover letter, application, and resume to: [HR@libertyhousecenter.org](mailto:HR@libertyhousecenter.org)

Attention: Shirlee Sitton, Chief Administrative Officer.

Open until filled.

Liberty House does not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, disability, national or ethnic origin, or other legally protected status. Women, people of color, people with disabilities, and LGBTQ candidates are encouraged to apply.