



Job Title: Portuguese Language Support

Position Summary:

Portuguese Language Support focus on translation and interpretation, accurately inputting data from our growing Portuguese-speaking population, ensuring data accuracy and minimizing errors as patients enter and exit the clinic.

The primary responsibilities of this role include the following:

- Interpret verbal communications during meetings, appointments, and other interactions between English-speaking staff and Portuguese-speaking clients.
- Translate written documents, including forms, reports, and informational materials, from English to Portuguese and vice versa.
- Assist with the development of multilingual resources and materials.
- Ensure accurate and culturally sensitive translations and interpretations.
- Maintain confidentiality and adhere to ethical standards in all translation and interpretation activities.
- Support staff and clients by providing clear and accurate language assistance.
- Assist with other language-related tasks as needed.

Qualifications

- Proficiency in both Portuguese and English, both written and spoken.
- Previous experience in translation and interpretation, preferably in a professional setting.
- Strong understanding of cultural nuances and ability to provide culturally appropriate translations.
- Excellent communication and interpersonal skills.
- Ability to work independently and manage multiple tasks simultaneously.
- Certification in translation and/or interpretation is preferred but not required.

Terms of Engagement:

- This position is for an independent contractor, not an employee.
- The contractor will be responsible for their own taxes, insurance, and benefits.
- Payment will be made on a per-project basis or at an hourly rate as agreed upon.