



Liberty House Job Announcement

Registered Medical Interpreter/Clinic Assistant

Full-time—40 hours (On-Site/ In-Person)

693 Ray J. Glatt Circle Ste 200 Woodburn, OR 97071

Starting at \$23.88/ hr. depending on experience

Excellent benefits package

About Liberty House

Liberty House is a nonprofit child advocacy center founded in 1999 and dedicated to supporting children and families facing concerns of abuse, neglect, trauma, and grief. With over 50 employees and three major outward-facing programs (specialty pediatric clinic, mental health program, and prevention education program), we annually reach over 3,500 children and adults each year in Marion and Polk Counties. 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.

Training for this position may be done at the main campus in Salem, Oregon.

Registered Medical Interpreter/Clinic Assistant

The Registered 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 about patient visits. The ideal candidate will increase the efficiency and productivity of the providers. The Clinic Assistant allows the doctor to focus on what is most important, the patient. This position reports to the Chief of Clinical Operations.

Basic Functions and Responsibilities of the Position:

Interpreting duties

- Interprets information during child forensic interviews, child abuse medical exams, during family support for non-offending caregivers, and assists 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.

Scribing duties :

- 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.

Basic Functions and Responsibilities as a Liberty House Team Member:

- Maintain confidentiality.
- Attend Liberty House Clinical Team meetings.
- Attend Liberty House staff meetings.
- Communicate professionally, respectfully, and supportively with internal team members, external partners, and board members.
- Promote a positive working environment by adhering to the Liberty House Code of Conduct.
- Conduct the business of Liberty House so as to maintain and increase its goodwill and reputation in the community, consistent with professional and ethical standards of behavior.

Qualifications:

Required 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).
- Oregon Health Care Interpreter Certification (HCI) for applicable languages is **required**.
- Fluency in English and Spanish, ability to speak and write in English and Spanish. **(required)**

Other Qualifications:

- Medical terminology
- Knowledge of child abuse dynamics.
- Positive interpersonal skills to handle diverse working situations.
- Able and willing to work as a team member with Liberty House and its partner agencies.

Hours and Benefits:

- Full-time, hourly position at 40 hours per week, Monday-Friday.
- Benefit package: health insurance, fully paid for employee; flexible spending plans; retirement match; eleven paid holidays, paid vacation and sick leave; employee assistance plan; athletic club membership subsidy.

To Apply

Please email a cover letter, application, and resume to HR@libertyhousecenter.org
Attn. Kaute Mendoza

This recruitment will remain open until filled.

Liberty House is an Equal Opportunity Employer. Liberty House does not discriminate based on 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.

Vaccination against Covid 19 is preferred not required.