

<b><u>Title:</u></b>	<b><u>Interpreter</u></b>
<b><u>Purpose:</u></b>	About one-half of ASTT's clients do not speak English. Clients require interpretive services to receive critical psychological and social support.
<b><u>Description of Duties:</u></b>	These volunteers interpret for non-English speaking survivors during therapy and case management sessions. Occasionally, some interpreters also translate in-house documents and other forms.
<b><u>Qualifications:</u></b>	Volunteers must be capable of rapid translation; be able to maintain confidentiality; be able to cope with significant emotional stress; be prepared to make a difference in a person's life.
<b><u>Time Requirements:</u></b>	Approximately 1 – 1 1/2 hours/week; sessions scheduled Mon-Fri, 8 am – 5 pm.  Even if you cannot volunteer every week, however, we appreciate the time you <i>can</i> offer.
<b><u>Orientation/ Training:</u></b>	Volunteers receive a general orientation to ASTT at the time of interview; pre-service instruction directly before trail session; and have on-going support meetings with ASTT therapists and/or case managers after sessions.
<b><u>Benefits:</u></b>	Making it possible for torture survivors to access necessary services; practicing interpretive skills; working with capable and dedicated staff members; helping to bring about a significant positive difference in a person's life.
<b><u>Supervision/ Evaluation Procedures:</u></b>	Volunteer interpreters are supervised jointly by the Volunteer Coordinator (who is responsible for administrative supervision) and the therapists/case managers with whom they work (who are responsible for all other supervision).  Volunteers will be provided with feedback by a therapist or case manager after each session; the therapist or case manager will complete an evaluation form after each session; at the therapist or case manager's discretion, results of forms will be shared with volunteers by the Volunteer Coordinator every 3 months.
<b><u>Reporting Procedures:</u></b>	Reporting regular volunteer hours and activities will be the responsibility of the volunteer. Volunteers must sign-in on the sign-in sheet in the waiting area.