



BILINGUAL COMMUNITY LIAISON

Job Description Form

Division/Department	Center for Immigration and Refugee Support		
Location	2010 Bridge Blvd. SW, Alb., NM 87105		
Reports to	Russol Abdelfatah	<i>Title</i>	Associate Director

Level/Grade	Type of position:	Hours: <u>up to 15 hours per week</u>
5	<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt

SUMMARY

Support and engage refugee/immigrant families and communities in Albuquerque as an advocate and liaison. Offer interpretation, both language and cultural, as needed, to raise up refugee/immigrant families to become self-sufficient leaders of their communities.

RESPONSIBILITIES

- Provide education and outreach to the refugee/immigrant community
- Advocate, support and provide guidance as needed for refugee/immigrant community
- Connect refugee/immigrant families with resources
- Participate in workshops, meetings, seminars, community teams, etc. for the purpose of receiving and/or presenting information related to program.
- Orient students, families and volunteers for the purpose of establishing familiarity with program, services, and required processes.
- Build leadership among the refugee/immigrant community
- Lift the voices and messages of refugee/immigrant community members
- Assist in providing interpretation for clients accessing Catholic Charities services or services through a collaborative agency.
- Provide written translations of documents as required by individual programs.
- Respond appropriately to the cultural differences present among the agency's service population.
- Incorporate and demonstrate the mission, vision, work, core values and activities of Catholic Charities in a positive manner with all staff, clients and the general public at all times.
- Complete other duties as assigned.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

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WORK EXPERIENCE REQUIREMENTS			
<ul style="list-style-type: none"> - A minimum of one-year experience in interpretation/translation services required. - Must have native-level proficiency in a minimum of two languages. - Familiarity with digital communication avenues, including live chat, email and text. - Proficient computer skills. - Proficient with use of office equipment. - Outstanding listening, retention and note-taking skills. - Proficient enunciation and pronunciation skills and pleasant, professional voice. - Proficient understanding of cultural sensitivity, and ability to collaborate with people from diverse cultural backgrounds. - Knowledge of Albuquerque social service system preferred. - Valid certificate of accredited interpreting training preferred. 			
EDUCATION REQUIREMENTS			
<ul style="list-style-type: none"> - High School diploma or equivalent required. - Bilingual required. 			

Employee's

Signature: _____ **Date** _____

THIS SECTION IS COMPLETED BY HUMAN RESOURCE

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>
DATE POSTED	
DATE HIRED	