



### **Interpreter, Pashto (part-time)**

The Refugee Center is looking for an Interpreter to join our team to support refugee and immigrant clients with resettlement services. The Interpreter will be part of a growing program that we are building to support incoming refugees from Afghanistan during this elevated time of crisis in our refugee communities and make an impact in the lives of our clients during this traumatic period.

The Refugee Center (TRC), with an office in Champaign, IL, exists to provide services essential to refugee and immigrant resettlement in East Central Illinois, and to aid in the exchange and preservation of their respective cultures. Globally aware but locally focused, our professional, compassionate staff provide interpretation services and advocacy in court hearings, doctors' appointments, school conferences, and other settings. For 40 years, we've helped people find stability in their new homes through counseling, tutoring, community health programs, and support in completing paperwork for work, school, and government programs.

The Interpreter will join our Program department and our translator team during this time of heightened need in the Afghan refugee community. They will work directly with refugee clients, collaborate with our staff to build resources in Pashto, and support client resettlement in our area. This position is expected to be part-time and will report to the Program Director.

#### **Responsibilities:**

- Client Support
  - Support clients through the resettlement process with translation and advocacy
  - Accompany clients to external appointments to interpret and advocate for clients, including public health benefits setup, school registration, housing tours, medical appointments, etc.
  - Coordinate with social work and resettlement team to move forward any pending action items and follow up with the client with outstanding questions or updates
  - Work with Program team to capture client feedback
- Documentation
  - Translate documents from English to Pashto and Pashto to English including government forms, housing leases, and personal identification
  - Collaborate with other members of the Program team to develop resources for newly arrived refugees, including stages to expect in the resettlement process, local shop and facility guides, and one-pagers on different organizational programs in Pashto.

**Required qualifications:**

- Strong Pashto verbal and written language skills
- Ability to explain complex processes in a way that is easier to understand
- Upholds a high level of confidentiality and empathy
- Ability to build trust and strong relationships with others and be a good team member
- Sensitive to trauma-informed care needs

**Helpful skills, but not required:**

- Knowledge of public health benefit system in Illinois
- Experience with social work and/or human services
- Passionate about our mission and refugee rights
- Experience working with people from different cultures

The Interpreter position is a part-time hourly role that we will pay at a rate of \$25/hour, less applicable withholdings. If hired, we will work with your availability for when you can work with our clients. This is a grant funded position where we expect the critical mass of work to span the next 7-8 months with opportunities beyond that initial resettlement period based on need.

This role will require in-person office time and external meetings to support interpretation services for our clients. The Refugee Center is working closely with public health professionals to meet and exceed safety guidance for our staff and clients. Based on their advice, we have recently opened our office to the public in order to meet the continued and growing crises in our refugee communities. Clients and staff are required to wear masks at all times that they are in our office and we are currently requiring staff to either provide proof of vaccination against COVID-19 or take a weekly COVID-19 test.

If interested, please apply to [jobs@trc-cu.org](mailto:jobs@trc-cu.org) with your resume and cover letter. No phone calls please. The Refugee Center is an equal opportunity employer.