

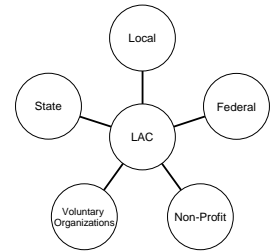
Local Assistance Center (LAC)

Bilingual Interpreter Training

LAC Just-In-Time Training

Mission

- LACs provide a centralized location for services and resource referrals for disaster-caused needs, assistance and guidance following a disaster or significant emergency.



Bilingual Interpreter Position Description

- Provide
 - Provide translation assistance for participating agencies and LAC attendees if needed.
- Assist
 - Assist the LAC Manager in communicating information to the public at the LAC.
 - Help non-English speakers by translating their needs and concerns to the appropriate agency.
 - Assist the LAC Team in day-to-day operations if translation service duties are scarce.
 - Interpret information for hearing impaired individuals.
 - Coordinate with the Oversight Team Human Resources Representative if needs develop.

Bilingual Interpreter Position Description

- Communicate
 - Knowledge of one or more of the following:
 - Spanish, Vietnamese, Tagalog, Farsi, or American Sign Language.
 - Effectively communicate in oral and written forms.
 - Communicate effectively with a variety of individuals representing diverse cultures and backgrounds.
- Confidentiality
 - Maintain confidentiality of sensitive information.
 - Function calmly in situations that require a high degree of sensitivity, tact, and diplomacy.

Quick Tips

- Sign in
- Obtain Bilingual Interpreter Vest
- Check in with LAC Manager
- Review Bilingual Interpreter Checklist

Good Luck

- Remember, the Bilingual Interpreter is responsible for assisting non-English speakers and hearing impaired individuals obtain vital information and resources.
- At the end of the shift sign out and return the vest.
- Thank you for your commitment.