

## Lead Trainer & Language Coach

### **Summary:**

The Lead Trainer & Language Coach is responsible for teaching both components of Culturesmart's 45-hour multilingual "The Essential Piece™" Medical Interpreter Training Program. The trainer will deliver the basic course to trainees of all languages and serve as a coach of medical vocabulary in **Other Language**. This is a part-time, project-oriented position. The ideal candidate is a freelance independent medical interpreter with prior experience in training and/or language coaching.

### **Essential Functions:**

- Teach "The Essential Piece™" medical interpreter course, covering essential interpreting skills, code of ethics, U.S. healthcare system, and patient culture. Explain cultural issues, using case examples from the workplace and following Culturesmart's manual.
- As language coach, teach translation of medical terms in English ↔ **Other Language**
- Supervise and provide constructive feedback during role-playing sessions
- Perform and review pre- and post-training screening of participants for bilingual fluency and interpreting ability, creating and maintaining records.
- Maintain records of participant performance during training
- Respond in a timely manner to individual needs of participants
- Collaborate with other trainers and function as a team member at meetings
- Mentor and motivate participants, using adult learning principles

### **Education, Experience and Skills Required**

- Bachelor's Degree or higher professional degree required
- Five or more years of full-time medical interpreting experience with adequate references
- Sound understanding of the ethical and legal sides of medical interpreting; ability to handle difficult hypothetical questions on these topics
- Two years or more years training experience and knowledge of adult learning principles
- Mentoring skills
- Strong oral and written communication skills in English and **Other Language**, ability to interact with industry professionals of all levels and ethnic groups; ability to work independently and as part of a team
- Ability to maintain confidentiality of information
- Experience with Microsoft Office Suite
- Must be analytical, tactful, personable, a self-starter, and self-motivated
- Fluency in English and **Other Language**; knowledge of regional nuances in language
- Good, demonstrated familiarity with most **Other Language**-speaking cultures

### **How to Apply:**

Please send your résumé and cover letter by email with position applying for in Subject line to: [info@culturesmart.org](mailto:info@culturesmart.org)