



Position Title: Bilingual Interpreter Volunteer
Supervised By: Advocacy/Client Support Supervisor

Brief Description of the Position:

The Bilingual Interpreter works with the advocacy team to empower survivors to become self-reliant by offering emotional support, advocacy, information and options. The goal of the interpreter is to work with an advocate to assist women in getting resources, support and services they need to establish a safe home. Bilingual interpreters are needed for all languages, especially Spanish, Vietnamese and Arabic.

Requirements for the Position:

- ⌘ Punctuality, flexibility, and ability to work with some degree of independence.
- ⌘ Knowledge of domestic violence/ and or crisis intervention is helpful.
- ⌘ Strong organizational skills.
- ⌘ Strong written and verbal communication skills.
- ⌘ Respect for diversity.

Duties and Responsibilities:

- ⌘ Work with survivors to develop a prioritized plan of action that is realistic and manageable.
- ⌘ Provide resources and information to assist survivors in carrying out this plan.
- ⌘ Empathize and listen to survivors on a one-to-one basis to assist them in determining their current resources, and what resources are lacking in the areas of housing, finances, medical and legal needs, etc.
- ⌘ Contact agencies such as the Department of Human Services, Salvation Army, Prosecutor's office, etc. to assist survivors in obtaining information, resources and services.
- ⌘ Provide assistance in getting transportation, an in-court support for residents as needed.
- ⌘ Participate in special projects and other activities, as they become available.
- ⌘ Recommended attendance at weekly files meeting.
- ⌘ Recommended weekly supervision meeting with supervisor.

Schedule/Commitment:

- ⌘ As needed.
- ⌘ Days and hours vary.

Training/Tests:

- ⌘ Interview with Client Support and Advocacy Supervisor
- ⌘ TB Test
- ⌘ EVE Volunteer Training

For more information about Volunteer Opportunities:

Please contact EVE's Community Relations Coordinator at communityrelations@eveinc.org or 517-372-5976 ext. 11. Please send volunteer and internship applications to: EVE (End Violent Encounters), ATTN: Community Relations Coordinator, P.O. Box 14149 Lansing, MI 48901.