



## Statement of Requirements

### ***Freelance Interpreter***

**Reports to:** Interpreting Project Manager

**Duties:** Consecutive and/or simultaneous interpreting on an as needed basis.

#### **Description of Role**

The role of an interpreter is to provide oral interpretation between two parties who speak different languages, converting spoken or sign language statements from one language to another. A consecutive interpreter must listen to, understand and memorize short sections of content in one language and then reproduce those statements in another language when the speaker has finished. A simultaneous interpreter must convert the source language content into the target language while the speaker is still speaking.

Global Arena's expectations and requirements for the role are outlined below:

#### **Preparing for an assignment**

- Ensure you have received the work order and take a printed copy to the assignment
- Communicate any changes in your availability or concerns over the assignment with an interpreting project manager as soon as possible
- Dress professionally and err on the side of conservative if in doubt
- You may take a dictionary if you wish

#### **During an assignment**

- Render one language into other clearly, concisely and faithfully, ensuring no information is lost, altered or misrepresented
- Ask for clarification or for the speaker to repeat the a phrase if necessary
- Never render an opinion or assist a person with his/her answer to a question
- Report any inappropriate behavior or language to the presiding authority (e.g. judge, attorney, doctor, social worker etc.)
- Ensure your Global Arena ID badge is worn and visible at all times
- Never provide your personal contact details; you may distribute a Global Arena business card and write your name on it only

#### **After an assignment**

- Submit your invoice within seven (7) days of the assignment
- Never discuss the contents of a case or a patient's medical condition with anyone outside of the assignment
- Destroy any written notes made during the assignment
- Never contact a patient or client for whom you interpreted directly

#### **General**

- Ensure you are familiar with and abide by the contents of Global Arena's Independent Contractor Agreement and Data Protection Policy
- Report a lost or stolen ID badge to the Interpreting Project Manager or Interpreting Recruitment Specialist immediately



- Inform the Interpreting Project Manager and Interpreting Recruitment Specialist of any changes to your professional profile, including qualifications, certifications and language pairs
- Inform the Interpreting Project Manager of changes to your availability
- Inform the Interpreting Project Manager and Interpreting Billing Specialist of changes to your email address, mailing address or phone number