



INTERPRETER/TRANSLATOR TIER II

VECRA, Inc. is seeking for fulltime top-tier qualified Interpreters/Translators who are fluent in one or more of the following target languages:

Dari, Pashto, Uzbek, Pashai, Turkmani, Nooristani, Baluchi, Urdu, Arabic and Hindi. The potential candidate will provide professional interpretation and translation to legal services, both in person and or remotely.

ROLES and RESPONSIBILITIES

Tier II Interpreter/Translator roles include but are not limited to the following:

- Provide written translation of variety of legal and official documents with highest accuracy from the target language/s to English and vice-a-versa.
- Deliver accurate translation of reports/texts in electronic and hard-copy formats that not only contain facts but also some abstract language.
- Provide impartial, and confidential in-person and/or remote professional interpretation. Generally consecutive interpretation is needed, but on rare occasions simultaneous interpretation.
- Has good understanding of one or more regional dialects and able to use appropriate mode of interpretation for each situation.
- Services may be rendered in-person, via telephone, videoconference, or other virtual means.
- Travel with client to interpretation site when needed (different from actual work site)
- Respect for and understanding of our Limited English Proficient (LEP) clients, culture, dialect and beliefs and preferences as it relates
- Self-corrects, understands own linguistic limitations, seeks clarification and accepts correction.
- Must practice active listening and picks up cues from encounter participants regarding level of understanding and/or need for clarification, as well as understanding of interpretation process.
- Understands language as an expression of culture, recognizes the underlying assumptions of each party about the encounter and its content.
- Must be able to detect and explain any potential areas of cultural discomfort within the target language for the client.
- Encourages and fosters direct communication between provider and client.
- Maintains professional distance and integrity.
- Diffuses conflict between parties by remaining calm and impartial.
- Clarifies instructions, follow up steps in a diplomatic, effective manner.
- Serves as a cultural and linguistic resource to both clients and case managers to contribute to successful outcomes.



- Avoids generalizations and stereotyping.
- Reviews audio or internet materials, transcribes with high degree of accuracy and expressions, if needed.
- Prepare written reports, factsheets, forms, and any other written material as assigned.
- Master use of reference materials.
- Must possess computer skills; including MS Office to be able to produce written translations and sufficient internet skills that will allow basic research on the Web.
- This list is not intended to be comprehensive. Additions may be made at the discretion of contract needs. This job description in no way states or implies that these are the only duties to be performed by the employee(s) in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.
- Participates in all trainings and assessments conducted by VECRA.

QUALIFICATIONS

Tier II;

- Master's degree with 5-7 years of experience or,
- Bachelor's degree (or equivalent) with 8 - 10 years of experience.
- Must pass proficiency test/s in one or more of the target language/s. Pashto/Dari/Urdu/Hindi/Arabic, Uzbek, Pashai, Turkmani, Nooristani, and Baluchi.
- Must pass English proficiency test (Reading, Writing and Speaking).
- Must be U.S. Citizen or Green Card holder.
- Proficiency in Microsoft Office and Outlook.
- Able to capture geopolitical, regional, ethnic, and cultural elements in a text. Word choice and expression generally adhere to target language (TL) norms and means of expression specific to subject field (s) and are strong enough to allow translator to operate successively in that field.
- Passionate to work with culturally and linguistically diverse and disadvantaged populations in a courteous and effective manner.
- Must fully understand and maintain all aspects of this position confidential, including but not limited to all materials translated and interpreted.
- Ability to perform comfortably in a fast-paced environment.
- Must have excellent organizational, interpersonal, written, and verbal communication skills.
- Ability to pass an extensive Federal, State and County background check.
- The following is required if working from home:
 - Desktop Computer or Laptop
 - High Speed Internet
 - Quiet space in your home that can be closed off to ensure confidentiality of client's information.



DESIRED SKILLS

- Strong interpersonal and leadership skills with the ability to interact with internal/external customers and across organizational elements.
- Superior problem solving and critical thinking skills.
- Identify and accurately summarize factual points as well as abstract concepts.
- Certification and/or testing by a nationally recognized entity (ATA, AIIC, FBI Language Test, State Department exam, court certification) desired

EDUCATION

Master's degree with 5-7 years of experience or Bachelor's degree (or equivalent) with 8-10 years of experience.

OTHER

- **Schedule:** Full time, 9:00am – 05:00 pm, Monday – Friday. (Work hours may vary based on client's need and location. Some weekend work may be required)
- **Job Class:** Communications
- **Job Location/s:** Arlington, VA; Boston, MA; Chicago, IL; Houston, TX; Los Angeles, CA; Miami, FL; Metairie, LA; New York City, NY, Bethpage, NY; Newark, NJ; San Francisco, CA; and Tampa, FL.
- **Place of Job Performance:** Combination of onsite and remote.
- **Ability to commute/relocate:** Must have reliable means to commute or planning to relocate before starting work
- **Salary:** VECRA offers a competitive salary based on test scores, years of experience, training, education and location.

BENEFITS

We offer a competitive benefits package for full-time employees to include paid holidays, paid vacation, medical, dental, short and long-term disability.

VECRA, Inc. is an equal opportunity and affirmative action employer. VECRA is committed to administering all employment and personnel actions on the basis of merit and free of discrimination based on race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability. VECRA maintains a drug-free workplace and performs pre-employment substance abuse testing and background checks, where permitted by law.

Email resumes and inquiries to info@vecrainc.com with **Subject Line:** Interpreter/Translator Tier II