

Role Description

Translating Volunteer

Our Vision: That individuals with autism lead meaningful, engaged lives

Purpose of Our Volunteer Team:

- Volunteers bring diversity which enriches our organization and programs
- Volunteers bring a range of qualities, skills and expertise such as languages, cultural understanding, specialized skills, and personal experiences
- Volunteers can use their unique engagement to enhance the quality of the Centre's Community and Therapeutic programming

Program Purpose: The purpose of specialized services is to support families to become the longest lasting supports for their child. We work with families to ensure their children lead meaningful and engaged lives. This is done through parent coaching, direct work with the child, and, on occasion, interventionist sessions

Age of Participants 2 – 18 years old

Role Description: The Translating Volunteer will assist Centre staff with parent coaching and team meetings under the guidance of the Centre staff member in charge

Responsibilities Outlined:

- Provide translating services both directly in clients homes and virtually, in speech and in writing
- Prepare in advance some translated documents under the guidance of Centre staff
- Prepare materials for the participant in different languages
- Keep the conversation on track and follow the structure of the meeting using the tips & tricks sheet provided to you
- Maintain boundaries
- Be respectful of the family's home environment, culture and practices
- Help to develop trust & understanding between the client/their guardians and the clinical team
- Debrief with the clinical team after each meeting and take their advice and suggestions into consideration

Qualifications/Competencies Required:

- Fluently speak and write the language you are signing up to translate
- Volunteers will ideally have a background in psychology, education, SLP, OT or languages
- Have a love of people and appreciation for the diversity of individuals with autism
- Possess good interpersonal and communication skills
- Be outgoing, social and able to engage with a diverse group of people
- Have a good attitude and be eager to learn
- Be able to follow instructions
- Must demonstrate superb reliability
- Follow the Centre guidelines regarding safety for COVID-19 requirements, including two doses of immunization
*second dose must have been given at least 2 weeks prior to the start of your assignment
- Be willing to accept feedback on your performance
- Have the ability to maintain a high level of confidentiality
- Have a clean Clear Criminal Record Check and Child Intervention Record Check (renewed every 3 years)

Time Commitment: One 2 hour meeting per month, typically weekday daytime or early evening for home visits

Location: A mix of in-person in clients homes (within the Edmonton area) and virtually

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Accountability:

- Volunteers are accountable to Lindsay Rothman (Volunteer Administrator), and to the designated BCM and Clinical Supervisor (whose contact information will be provided to you before your first shift)
- Unless specifically required for your role, cell phones are not allowed during your shift

Dress code: Business casual. No athletic wear, scarves, dangling earrings or necklaces

Potential Challenges:

- As meetings may occur within the clients home the environment could include challenges such as strong odors and uncleanliness. Centre staff will inform you of any challenges present ahead of time
- Families can be under extreme stress, often dealing with uncertainties around services and their understanding of autism. Due to this the environment can be tense *staff will be there to guide you through all difficult situations
- Families may wish for you to be present for more than is currently scheduled by the team. Firm boundaries are put in place prior to ensure that your time and our government guidelines are respected
- The government body that funds specialized services has a goal for families to provide their own translation services. Due to this, volunteers are a short term solution until the family can find a more permanent option

Benefits:

- Gain experience with a large local non-profit organization that provides services for individuals with Autism
- By working with experienced occupational therapist, speech and language pathologists, and behaviour analysts you will gain valuable work experience and an understanding about how these clinicians work with families and children with autism.
- Develop awareness of the demographics of the families the Centre serves
- Opportunities for professional development and further related training
- Opportunities for advancement and employment
- A letter of recommendation is available upon request after the minimum commitment has been completed

Boundaries Recognized

- A volunteer has the right to refuse any task where they feel overwhelmed or uncomfortable
- Volunteers must not: share their contact information with families, connect with them on social media, visit the family outside of the set arranged meetings, give advice opinions or recommendations
- Volunteers must communicate everything that was said by the family to the clinical team

Volunteer Name: _____

Volunteer Signature: _____

Date: _____