



Freelance Medical Interpreting

Job Information Packet

Last Revised: December 2020



ABOUT LIBERTY

Liberty Language Services is an interpreter agency based in Tyson's Corner, VA. Our team of freelance interpreters provides on-site interpretation services to hospitals, clinics, schools, and businesses throughout the Washington, DC Metro Area. Liberty also offers a wide variety of training certificate programs and workshops through our Education Center to help prepare bilinguals for professional interpreting.

WHAT WE BELIEVE

We believe in the promise of freedom and equality embodied by the Constitution of the United States of America; we understand that this is a nation of immigrants and we believe immigrants continue to build this nation's future. That is why we are proud to work with multilingual persons, of all backgrounds, who have a passion for helping others communicate and understand American culture and society.



CONNECT WITH US!

Recruiting Dept: 888-746-9108, ext. 2
Recruiting@LibertyLanguageServices.com



[/libertylanguageservices](#)

Education Dept: 888-746-9108, ext. 7
Education@LibertyLanguageServices.com



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Mailing Address: 1600 Spring Hill Road,
Suite 210, Vienna, VA 22182



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[www.libertylanguageservices.com](#)



[Liberty Language Services](#)

Job Description

Job Title: Freelance Medical Interpreter

Hourly Rate: \$22-30 per hour

Position Type: Independent Contractor (1099)

Summary of Position:

- **As a medical interpreter, you will facilitate doctor-patient communication** at hospitals, clinics, and other healthcare-related facilities. Examples of session content include physical therapy and rehabilitation, surgery, diagnostics, examinations, etc.
- In addition to medical interpreting, Liberty interpreters may occasionally be requested to cover assignments for schools, legal firms, or other businesses.
- Interpreting assignments coincide with the appointments made by patients at healthcare facilities. Therefore, **appointments will vary in duration and the amount of notice given.**
- Typically, appointments are scheduled **Monday to Friday between 7 am to 7 pm.**

Travel Requirement:

- **Interpreters are required to travel on-site to our clients throughout the Washington DC Metro Area** (e.g. Fairfax, Alexandria, DC, Rockville)
- Liberty DOES NOT compensate interpreters for mileage or parking. However, some clients will offer a travel incentive for shorter assignments.

How Freelance Interpreting Works:

- Interpreting assignments are offered to our pool of freelance interpreters on a **first-come, first-serve basis.**
- As a freelance interpreter, you have the ability to set your own hours and accept or decline assignments as you wish.
- **Please be aware that the number of hours you will work each week is never guaranteed.** Workload will depend on our client's needs for your language(s) and the number of assignments you choose to accept.

COVID-19 Update:

- During this pandemic, hospitals still desperately need the help of on-site medical interpreters. To help ensure interpreter safety, Liberty provides all its interpreters with a **complimentary PPE kit** complete with face shields, cloth masks, and hand sanitizer.

General Requirements

✓ **Must be authorized to work in the United States**

✓ **Must be at least 18 years of age**

✓ **Must have flexible working hours (Monday to Friday 7 am to 7 pm)**

Note: If you currently work full-time, you will only be considered for this position if you can be flexible with your work schedule.

✓ **Must be able to travel within the Washington DC Metro Area**

Note: Since Liberty does not cover mileage or parking, this position is most suitable for applicants who live within a 20-mile radius of DC or Fairfax, VA.

✓ **Must be able to pass a drug screening and criminal background check**

✓ **Must be able to submit **immunization records*** for the following:**

- **MMR** - Measles, Mumps, Rubella
- **Varicella** - Chicken Pox
- **TDAP** - Tetanus, Diphtheria, Pertussis
- **Hepatitis B** (For Hep B only, you can opt to sign a decline form)
- **Tuberculosis Test** (within the past 6 weeks)
- **Flu Shot** (required every flu season, normally October to May)

***Please page 8 for a detailed list of our immunization requirements and for additional information on where to obtain your immunizations.**

Minimum Qualifications



- ✓ **Must be able to pass Liberty's oral language proficiency tests in English and the target language(s).**
- ✓ **Must have completed a [minimum 40-hour medical interpreter training course](#) (and provide a certificate of completion).**

ALL APPLICANTS MUST complete a 40-hour medical interpreter training course in order to be eligible to interpret for our healthcare clients. We will accept medical interpreter training from other accredited agencies if you provide a valid certificate of completion.

For applicants who do not have training, please refer to the next page to see the training courses we have available at Liberty's Education Center. Since this is a freelance position, **applicants are required to cover the cost of their own training.**

However, for rare or urgently needed languages, Liberty may be able to offer a tuition grant to candidates that can meet our terms and conditions. (Read more about the tuition grant on page 7).

- ✓ **Must have knowledge of, exposure to, and comfort with working in a medical setting.**

Training Requirement

Why does Liberty require formal interpreter training?

The 40-hour medical interpreter certificate is the standard training in our industry. It seeks to ensure that every bilingual is prepared to handle the ethical, procedural, and legal responsibilities of professional medical interpretation.

Does Liberty cover the cost of training?

It is the applicant's responsibility to cover the cost of their training since they will be hired as an independent contractor. However, in some cases, Liberty can offer a tuition grant for those who meet our criteria. Read more about the tuition grant on page 7.

Liberty's Medical Interpreter Course Offerings

If you choose to complete your medical interpreter training with Liberty, you will have a choice between two options depending on your schedule and preferred learning style.

Option 1 - Online Interpreter Training: Medical Edition (\$480)

Self-Paced, Asynchronous Online Training Course (approx. 48 hours of coursework)
You will have 30 days to complete the course upon enrollment. Includes 2 textbooks.

Better for: Students who can manage their own time and keep themselves accountable in an online class OR for students who cannot attend the Bridging the Gap session dates.

Click below to see all class details:

<https://www.libertylanguageservices.com/online-interpreter-training>

Option 2 - Bridging the Gap (\$600)

Liberty is a level II licensed provider of the 40-hour Bridging the Gap program developed by CCHCP in Seattle, WA over 25 years ago. The course is taught over **5 scheduled class sessions**. Due to COVID-19, BTG is currently being taught virtually on Zoom.

Better for: Students who prefer learning in a traditional classroom setting with a live instructor, and students who want a more interactive learning experience.

Click below to see upcoming session dates and all class details:

<https://www.libertylanguageservices.com/bridging-the-gap>

To enroll in a course or inquire about training, please contact:

Education@LibertyLanguageServices.com or 888-746-9108, ext. 7

Tuition Grant Agreement

Who qualifies for the tuition grant?

The Interpreter Development Program Grant is available to applicants who still require their 40-hour medical interpreter training and either **speak a language of lesser diffusion** (i.e. not widely spoken in the Washington DC Area), **OR speak a language for which Liberty urgently needs** to hire more trained interpreters.

To see our urgently hiring interpreter positions, [CLICK HERE](#)

Additionally, grant students must meet the following requirements:

- **Live within a 20-mile radius of either Washington, DC or Fairfax, VA** and have a reliable form of transportation
- Be flexible to take assignments anytime **Monday to Friday between 7 am to 7 pm**
 - **NOTE:** Applicants with full-time jobs or other major scheduling conflicts will NOT be considered for the tuition grant.

Tuition Grant - Terms and Conditions

Liberty Language Services will **cover the full cost** of an applicant's enrollment in the Online Interpreter Training or Bridging the Gap if they meet the following terms and conditions:

- **Provide ALL immunization records required for the medical interpreter position** (the student cannot start training until they submit most of, if not all, the required documents).
- **Accept the hourly pay rate offered by Liberty** (applicant cannot request a higher hourly rate than the one offered at the time of the phone interview).
- **Complete the chosen medical interpreter training program and onboarding process (paperwork, drug test, etc.) within a timely manner**
- **Work at least 5 hours each month for 3 consecutive months after completing the training (15 hours total).** You will be compensated for all the assignments you complete. Liberty will withhold your training certificate until all these hours are worked.
- **If an applicant finishes training but fails to finish onboarding in a timely manner or fails to work off their hours, Liberty will invoice them for the full cost of the training.**

If you are interested in the grant and believe you qualify, please let our recruiter know during your phone interview or email: Recruiting@LibertyLanguageServices.com

Immunization Requirements (For All Medical Interpreters)

- **MMR** – Measles, Mumps, and Rubella – records of 2 MMR vaccinations or proof of immunity (blood titer)
- **Varicella** – Chickenpox – vaccination record or proof of immunity (blood titer)
- **TDAP** – Tetanus, Diphtheria, Pertussis – vaccination record administered after the age of 19
- **Hepatitis B** – vaccination record (3 doses), proof of immunity (blood titer), or signed decline form
- **TB Test** – Tuberculosis test – ALL on-site interpreters must have completed one of the following **within the previous six weeks:**
 - **QuantiFERON Gold Blood Test** - expires annually, **OR**
 - **Oxford T-spot Blood Test** - expires annually

If you test positive for Tuberculosis from a blood test, you can submit a chest x-ray accompanied by an attestation letter from your physician stating you are free of symptoms. A chest x-ray is valid for 5 years before you must submit new TB results.

- **Flu shot** – Influenza vaccine – required for the current flu season (October through May) and needs to be done annually

How do I obtain my vaccination documentation?

- You can obtain your vaccination documentation from any U.S. public school that you have attended.
- If you didn't attend public school in the United States, you can obtain documentation from your primary physician, local health department, minute clinics (CVS, Rite Aid, Walgreens), or immigration medical exam forms.
- **If you no longer have your records, you may complete and submit the results from a blood titer to show proof of immunity.**
- **NOTE: Independent contractors are responsible for any costs incurred during the collection of these documents and vaccinations.**