August 2012

Dear Potential Volunteer:

Thank you for your interest in volunteering at Open Door Clinic.

As a free medical clinic serving uninsured and underinsured low income individuals in Addison County, we provide essential medical care to individuals of many backgrounds. Approximately 30% of our patients are Limited English Proficiency (LEP) patients requiring assistance of medical interpreters to facilitate communication and thus insure high quality medical care. Although we have access to telephonic interpretation, we rely most heavily on volunteer medical interpreters available for in-person interpretation at clinics and referral appointments.

Please review the enclosed information before submitting a medical interpreter volunteer application. Because of the responsibility that interpreters have for insuring accurate understanding of medical conditions, procedures, and treatments, we require a relatively stringent screening process for potential volunteer interpreters. We are glad to train new interpreters in interpretation techniques and practices, but we require fluency in English and the target language before we can accept these new interpreter volunteers for training.

Please return the following application materials to Open Door Clinic **by September 24, 2012**:

* Medical Interpreter Volunteer Application
* Language Skills Self Assessment Form
* Names and contact information for two personal/professional references, ideally individuals who can comment on your experience in cross-cultural and/or other settings applicable to volunteer work as a medical interpreter
* Please have two individuals familiar with your non-native language skills submit language evaluation forms directly to Open Door Clinic using the enclosed postage prepaid envelopes. If you have formally studied this language within the past five years, at least one of these language evaluations should be from a language instructor.

After receipt of your application materials, an Open Door Clinic staff member will contact interpreter candidates to schedule a 20-30 minute phone interview conducted in English and/or your target language. New medical interpreter volunteers are required to successfully participate in one 2-hour ODC new volunteer training and, in the case that interpreters have not been trained in medical interpretation techniques elsewhere, 4 hours of Open Door Clinic-led interpreter training before being scheduled for interpretation sessions.

ODC volunteers must participate in one of the following Volunteer Training sessions:

Saturday, September 29, 2012, 9-11 AM, Middlebury College Hillcrest 103

 ***or***

Wednesday, October 3, 2012, 6:30-8:30 PM, Middlebury College Bicentennial Hall 219

The additional Basic Medical Interpretation Training can be completed through one of the following options:

Saturday, September 29, 2012, 12-4 PM, Middlebury College Hillcrest 103

 ***Or***

Wednesday, October 10,, 2012, 6:30-8:30 PM, Middlebury College Bicentennial Hall 219 ***and*** Thursday, October 11, 2012, 6:30-8:30 PM, Middlebury College Hillcrest 103

If you are unable to attend these interpreter training sessions or commit to one year of volunteer interpreter service with Open Door Clinic or are interested in using language skills in a capacity other than medical interpretation, please contact Kay Freedy, Open Door Clinic’s Outreach Coordinator, to discuss other volunteer opportunities with Open Door Clinic. Also, please do not hesitate to contact Kay with questions about Open Door Clinic, medical interpretation and/or medical interpreter application, screening, and training.

Thank you again for your support of our community and assistance in ensuring quality healthcare for all.

Sincerely,

Kay A. Freedy

Outreach Coordinator