

SPANISH TRANSLATOR

SERVICE CODE 643

Redwood Regional Center (RCRC) is one of 21 regional centers established across California to meet the needs of developmentally disabled people. RCRC is a non-profit organization under contract with the Department of Developmental Services (DDS) to provide services to people with developmental disabilities in Lake, Mendocino, Humboldt, and Del Norte Counties. RCRC has a need for continuous recruitment to meet the demands of Spanish speaking consumers and their families. RCRC has high priority need for services in Lake County and on the Mendocino Coast (Fort Bragg, Mendocino). **All work is as an independent contractor.**

Minimum Qualifications:

- 1) Fluency in both English and Spanish;
- 2) Verifiable ability to read and write accurately in both English and Spanish;
- 3) Ability to transmit materials electronically;
- 4) Experience with developmentally disabled consumers and families;
- 5) Ability to translate documents from English to Spanish within a specific timeframe (within 30 days upon receipt of document);
- 6) Ability to travel to the homes of the consumers and/or RCRC offices;
- 7) Ability to work collaboratively with RCRC staff, parents and other involved agencies.
- 8) Must reside or maintain business address within Lake, Mendocino, Humboldt, or Del Norte counties.
- 9) Must have their own reliable transportation;
- 10) Must possess a current CA driver's license;
- 11) Must have current Automobile insurance.

In addition to professional standards, the vendor will retain the ability to accept referrals and must meet additional State requirements for vendorization. Translators may determine the workload they choose to accept. Translators may choose to provide either oral and/or written translation. Please note that vendorization does not guarantee referrals, or on-going use of services.

Please submit cover letter and resume to:

Sheila Keys
Community Resource Manager
Redwood Coast Regional Center
1116 Airport Park Blvd.,
Ukiah, CA 95482

Skeys@redwoodcoastrc.org

For additional information and rate, please call Sheila Keys at (707) 462-3832 x 254