



Weaving Cultures LLC
Interpreter/Translator Application

Return this form along with the Interpreter Agreement form to:
Maikhou Vang, 7100 Northland Circle Ste 213, Brooklyn Park, MN 55428
Or email to weavingcultures@gmail.com. Ph: 651-621-4865 Fax: 651-321-1715.

First Name _____ Last Name _____

Address _____
Street Address City, State, Zip

Date of Birth: _____ Social Security Number: _____

Phone: home _____
Cell _____
work/other _____

Email Address _____

Language(s) spoken _____

Male / Female (Appointments are gender specific sometimes)

Interpreter Associations you are with (UMTIA, ISG, IMIA, NCHIC)

I am interested in: ___ ON-SITE interpreting ___ phone calls ___ written translation

Hours available: _____ Days available: _____

Please list your interpreting experiences briefly or attach Resume: _____

Please list any relevant education or certifications 40 hours of training or more (BTG, TCI, CEU):

References: 1. Name _____ Phone _____

Relationship _____

Weaving Cultures LLC

Interpreter/Translator Agreement

Name _____ Phone: _____

Address _____

E-mail address _____

Interpreter will render a complete and accurate interpretation or translation without altering, omitting, or adding anything to the meaning of what is stated or written, and without explanation.

Interpreter shall be impartial and unbiased and shall refrain from conduct that may give an appearance of bias.

Interpreter shall protect the confidentiality of all privileged and other confidential information. (Refrain from giving patient information such as (Name, Birth Date, MRN, Facility Room or any information that will give a hint as to who the patient is)) to anyone who is not involved in the care of a patient or client while you are servicing them.

Interpreter shall not publicly discuss, report, or offer an opinion concerning a matter in which they are or have been engaged, even when that information is not privileged or required by law to be confidential, except to facilitate training and education.

Interpreter shall limit themselves to interpreting or translating and shall not give legal advice, express personal opinions to individuals for whom they are interpreting, or engage in any other activities which may be construed to constitute a service other than interpreting or translation while serving as an interpreter or translator.

Interpreter shall assess at all times their ability to satisfy an assignment competently, and they shall immediately convey that reservation to the appropriate staff.

Interpreter shall always interpret in first person and encourage staff to speak directly to client or child and never interpret in third person such as (he, or she) unless a situation is emergent.

Interpreter must not leave any on-going assignment unless the assignment has ended. If you are waiting to be replaced by another Interpreter, please wait until the other interpreter is onsite before leaving the site.

Interpreter must abide by The National Council on Interpreting in Health Care "Codes of Ethics and Standards of Practice".

Interpreter shall not give out cell phones and personal contact information to client or family of the client to encourage personal involvement with the patient/client or family members of the service user.

Interpreter must display ID Badge of Weaving Cultures at all times when accepting assignments for Weaving Cultures and not use other agency badges.

Important about your payment with Weaving Cultures, LLC

Direct Deposit: We are moving all payment to direct deposit. You must be ok with direct deposit and provide account and routing number upon orientation.

IMPORTANT

Payment: please read below, we will refer you back to the contract if you ask about pay.

Payment is made the 30th and the 15th of each month. Any time sheet submitted the 1st through the 15th is made on the 30th and any timesheet submitted the 16th through the 30th is made on the 15th of the next month.

As an independent contractor, you are responsible to turn in your time sheet as soon as you have completed an assignment within 24 hours for efficient processing and accuracy. If you do not turn in your time sheet, we cannot bill and you will not be pay on the 15th or 30th of the month, it will be delayed 30 days after. We will not pay you the full amount and will charge you \$20.00 administrative fee for any late time sheets past the billing cycle if you do not submit your time sheet in a timely manner. It is your job as an independent contractor to track all your hours and email worksheets in as soon as you complete the assignment within 24/hour of the completed assignment.

Please email all time sheets to weavingcultures@gmail.com. You can also fax it to 651-321-1715.

Rate/training/mileage

Your rate with Weaving Cultures is based on your qualifications, trainings and experiences.

All Weaving Cultures contract interpreters must be willing to complete the 40 hour training or already have completed the training before applying with us.

We do not reimburse for mileage or parking for any encounters you interpret at.

House Keeping Rules:

Arrive early to all assignments, at least 5 to 10 minutes to park your car and walk to the assignment location.

Turn your cell phones to vibrate while interpreting.

No texting during interpreting and do not talk about a patient's care with anyone other than the agency who sent you to the assignment.

Do not hand out your cell phone to the client or family members of the client.

Do not offer rides to a patient or patient's family. Help interpret for them to coordinate their ride with the providers if they ask you personally.

Do not wear jeans, t-shirts, open toe shoes, any scent to any facility you are interpreting at.

In case you are interpreting for long assignments, please have your cell phone with you in case Weaving Cultures, LLC have to contact you whether to update you of the patient's new location, or to inform you of any precaution and to coordinate your schedule.

Example: If you are scheduled at 8am to an assignment and we get a call looking for you at 8:30am; if we cannot get a hold of you or you do not inform us you are running late or taking a break, we will replace you and you will not be pay for that encounter. We expect you to be at your assignment when you accept the assignment. If you step away or something comes up during your interpreting assignment, please call the office. We will figure out a way to work with you. But do not shut off your phone and ignore your calls.

I have read, understood, and agree to the above description of the requirements for my role as an interpreter and/or translator.

Interpreter's Signature

Date