

JOB DESCRIPTION

Job Title: Haitian Creole Interpreter

Department: Distribution Center

Location: Distribution Center

ABOUT GABE'S

Founded in 1961 in Morgantown, West Virginia, Gabe's is a leading off-price retailer. Since opening more than 60 years ago, Gabe's has focused on being the destination for the very best deals on everything you need. Old Time Pottery, a Tennessee-based home merchandise store, became a part of the Gabe's family in 2023. Combined, the companies offer customers a broader assortment of home and seasonal products at incredible prices. Today, more than 170 Gabe's and Old Town Pottery store locations are found across 20 states.

JOB SUMMARY AND PURPOSE

The Haitian Creole Interpreter provides accurate, culturally appropriate, and confidential interpretation and translation services to support effective communication between Haitian Creole-speaking individuals and English-speaking staff, clients, and partners. This role ensures that language is not a barrier to understanding, service access, or participation in organizational processes.

DUTIES AND RESPONSIBILITIES

- Provide real-time verbal interpretation between Haitian Creole and English in meetings, interviews, appointments, conferences, and phone or virtual sessions.
- Interpret in a clear, neutral, and professional manner, maintaining accuracy and completeness without adding, omitting, or altering meaning.
- Support communication in sensitive, complex, or confidential situations.
- Translate documents, forms, notices, training materials, signage, and internal/external communications from English to Haitian Creole and vice versa.
- Review and edit translated materials for accuracy, clarity, and cultural relevance.
- Provide guidance on cultural nuances, customs, and communication styles to support effective interactions with Haitian Creole-speaking individuals.
- Help staff understand culturally appropriate approaches for engagement and service delivery.
- Maintain strict confidentiality regarding all interpreted information.
- Adhere to confidentiality standards, HIPAA requirements (if applicable), and organizational policies.
- Promote equitable access to information and services for Haitian Creole speakers.
- Assist with scheduling or coordinating interpretation services when needed.
- Participate in training, professional development, and language proficiency assessments.

EDUCATION AND EXPERIENCE

- Must possess a high school diploma or GED.
- Certification in interpretation or translation (e.g., CCHI, ATA, state interpreter certification).
- Experience in a related setting (corporate, healthcare, legal, education, or social services).
- Familiarity with interpretation ethics and standards (e.g., National Council on Interpreting in Health Care, NAJIT).

KNOWLEDGE, SKILLS, AND ABILITIES

- Fluency in both Haitian Creole and English (spoken and written).
- Demonstrated experience providing professional interpretation and/or translation services.
- Strong understanding of Haitian culture and communication norms.
- Ability to interpret accurately and remain impartial while handling confidential information.

- Excellent listening skills, memory retention, and attention to detail.
- Professionalism, cultural sensitivity, and strong interpersonal skills.
- May involve interpreting during stressful or sensitive situations.
- Flexible scheduling may be required based on organizational needs.
- Ability to sit or stand for extended periods during interpretation sessions.
- Ability to clearly communicate verbally.

SUPERVISION

This position does not have any supervisory responsibilities.

DISCLAIMER

This description does not state or imply that the duties listed are the only duties to be performed by the position incumbent. Justification for information provided in the job description may be requested. Employees are required to follow job-related instructions and perform other job-related activities assigned by their supervisor.

All requirements are subject to possible modification in order to provide reasonable accommodation to individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees, or the public.