

Bilingual Assistant Agreement

For more about interpreting for WRD, please go to: <http://worldreliefdurham.org/interpreting-for-refugees>

Full Legal Name:	_____		
Address:	_____		
Phone Number:	_____	Email Address:	_____
Primary Language:	_____	Secondary Language:	_____

AGREEMENT: This contract is entered into and is effective as of _____ (date) between _____ (contractor) and World Relief Durham to perform assignments described herein. Payment for services will be made following submission of an invoice to the director of the World Relief North Carolina. The Service provider will be paid through World Relief corporate office upon receipt of invoices. Payments will be made to the Service provider in care of the World Relief-Durham office at monthly intervals. The Service provider will be issued an IRS Form 1099, and will be liable for personal income taxes, social security taxes, all other relevant taxes and insurances. Nothing in this Agreement shall be construed to create an employment relationship between the two Parties.

TERM OF AGREEMENT: This Agreement shall commence on the effective date and shall and shall continue for a period of one year and a new contract shall thereafter be entered into for any successive one year periods unless terminated as provided herein. Either party may terminate this Agreement upon thirty written days notice. In the event that World Relief's contract with the State of North Carolina is reduced or terminated, the same reduction or termination will follow through to the Service provider.

JOB DUTIES AND RESPONSIBILITIES OF THE BILINGUAL ASSISTANT: The Bilingual Assistant will provide translation and interpretation services for the World Relief Durham office when requested and authorized to do so by World Relief-Durham staff. Any amendments to World Relief's contract with the State of North Carolina by the Division of Social Services that changes any scope of services outlined in this contract shall be implemented and necessitate a renewed contract incorporating the amendments.

The primary responsibility of the Bilingual Assistant is to facilitate the exchange of information between the World Relief-Durham staff and the refugee program participant, and between other service providers and the refugee program participant, through verbal and written translation. This exchange may involve translation of forms and other materials. Bilingual Assistants must be prepared to provide services in legal and medical settings. Refugees must be enrolled for services at World Relief in order to be eligible for these services.

INSURANCE COVERAGE: World Relief advises the independent contractor that it provides indemnification to the independent contractor in the same manner as provided to the World Relief employees for acts or omissions covered by existing insurance policies related to work provided under the strict terms of this Agreement.

STANDARDS OF CONDUCT: Bilingual services are vital to the success of refugee resettlement and the following standards have been developed to ensure that services are provided in the most effective and professional manner. By signing this contract, the Bilingual Assistant agrees to conform to these standards:

- 1) The Bilingual Assistant shall provide the most accurate translation and interpretation possible.
- 2) The Bilingual Assistant shall receive assignments directly from World Relief-Durham staff and shall not act on requests received directly from refugees for services related to World Relief-Durham. Bilingual services shall not be initiated for World Relief-Durham clients without the authorization of World Relief-Durham staff.
- 3) The Bilingual Assistant shall not receive monetary compensation from World Relief-Durham for bilingual services requested directly from refugees.
- 4) When and if performing bilingual services outside the scope of this contract, the Bilingual Assistant shall inform all parties involved that he or she is not representing World Relief-Durham.
- 5) The Bilingual Assistant shall abide by all confidentiality rules and standards and shall maintain professional integrity during and after all assignments. Bilingual Assistants shall not discuss the content of any service performed under this contract with any persons other than the professional staff of World Relief-Durham.
- 6) The Bilingual Assistant shall not offer personal opinions, advice, or counsel before, during or after an assignment.
- 7) The Bilingual Assistant shall direct all questions or problems relating to work performed under this contract to World Relief-Durham staff for consideration.
- 8) The Bilingual Assistant shall participate in training sessions relating to the provision of bilingual services, as assigned by World Relief-Durham staff.
- 9) The Bilingual Assistant shall uphold all policies of World Relief-Durham.

FEE SCHEDULE AND COMPENSATION: Translation and interpretation services provided by the Bilingual Assistant will be reimbursed at the rate of \$15.00/hour of actual work performed. Only hours authorized by World Relief-Durham staff will be reimbursed. All invoices submitted by the Contractor should be sent to World Relief –Durham, 801 Gilbert Street, Ste. 209, Durham NC or faxed to .

- I authorize World Relief- Durham to provide my name and telephone number to other organizations and individuals requesting interpreters for my language _____ (initials)
- I do not want my name given to other individuals or organizations _____ (initials)

This Agreement shall be interpreted by the laws of the State of North Carolina and constitutes the entire Agreement between the Parties and shall supersede all other Agreements and understandings, written and oral between the parties.

I agree to provide the services and accept the conditions of this agreement as described above. I understand that this agreement becomes null and void upon written notice from either party.

_____ DATE: _____
 (Bilingual Assistant's signature)

As authorized by World Relief Durham , I certify this agreement and that the Bilingual Assistant is qualified to perform the duties described to the best of my knowledge.

_____ DATE: _____
 (Resettlement Manager/Director signature)

Office use only:

- W-9 attached
- Interpreter info added to "Resettlement Contact Info" spreadsheet
- Contract and W-9 filed in current year contract worker file