



Department of
Job and Family Services

John R. Kasich, Governor
Michael B. Colbert, Director

MEMORANDUM

TO: County ODJFS, PCSA and CSEA Directors and ODJFS Deputy Directors

FROM: Carolyn Borden-Collins, Deputy Director 
Employee and Business Services

DATE: February 22, 2011

SUBJECT: COUNTY & STATE STAFF INTERPRETERS TRAINING SESSION

In our efforts to continue making our services accessible to Limited English Proficiency (LEP) communities, the Ohio Department of Job and Family Services is sponsoring its annual Interpreters Training for state and county staff. The Bureau of Civil Rights is again offering this two-day training, which will be held at the ODJFS Air Center, 4020 E. 5th Avenue, Room 118-A, Columbus, Ohio 43219, on Wednesday April 27 and, Thursday, April 28, 2011.

The training will address the department's ethical standards of interpreting and will help continue the development of a pool of qualified interpreters within the ranks of our agencies' bilingual staff. The training is part of the department's response to the recommendations of its process action team, which identified 47 languages as being spoken in Ohio, to ensure compliance with Title VI of the Civil Rights Act of 1964.

ODJFS will cover the training fees. County agencies are asked to cover their staff overnight and travel expenditures. For hotel accommodations you may contact the hotels in the vicinity listed on the Registration Form.

With this memorandum we are including an agenda and registration form. We are asking that you return this form no later than **April 4, 2011**. Registrations received after this date, will not be considered. There is a limited registration for this session, so we encourage early registration.

Please send your registration forms by mail to the Bureau of Civil Rights, Cultural Diversity & LEP Section, 30 East Broad Street, 30th Floor, Columbus, Ohio 43215 or fax them to (614) 752-6381. If you have any questions about this training, please contact Julia Arbini-Carbonell at (614) 387-0310 or e-mail her at Julia.arbini-carbonell@jfs.ohio.gov

cc: Michael Colbert

30 East Broad Street
Columbus, Ohio 43215
jfs.ohio.gov

Interpreters Training for ODJFS and County Agency Staff

Agenda

9:00 – 9:10 a.m.	Introductions and Goals of Training
9:10 – 10:00 a.m.	Terminology (Interpreting vs. translating, different kinds of interpreting)
10:00 – 11:00 a.m.	Goals of Interpreting
11:00 – Noon	Basic Interpreter Standards
Noon – 1:00 p.m.	Lunch
1:00 – 3:00 p.m.	Code of Conduct and Ethics
3:00 – 3:15 p.m.	Break
3:15 – 4:15 p.m.	Appropriate Behavior / Professional Conduct
4:15 – 5:00 p.m.	Interpreter Role and Personal Limitations

Day Two: 8:30 a.m. - 5:00 p.m.

8:30 – 10:30 am.	Cultural Sensitivity and Immigrant Definitions
10:30 – 10:45 am	Break
10:45 – Noon	Ethical Dilemmas
Noon – 1 p.m.	Lunch
1:00 – 3:30 p.m.	Barrier to Quality Interpreting
3:30 – 3:45 p.m.	Break
3:45 – 5:00 pm	Training will focus on the specifics of interpreting in the field of human and social services. Vignettes, social service terminology and Post Test.

OHIO DEPARTMENT OF JOB AND FAMILY SERVICES

**REGISTRATION FORM
Interpreters Training**

April 27, 28, 2011

**ODJFS Air Center
4020 E. 5th Avenue, Room 118-A
Columbus, Ohio 43219**

Name: _____ Phone: () _____

Agency Name: _____ Agency Address: _____

City: _____ State: OH Zip: _____ County: _____

E-mail Address: _____

Please print clearly

Primary Language: _____ Secondary Language: _____

Note: This training is not for supervisors or contract managers, but rather for bilingual personnel functioning as interpreters for their agencies.

LODGING AND MEALS WILL BE THE RESPONSIBILITY OF EACH COUNTY AGENCY

Although no previous arrangements have been made, you may call the following hotels in the vicinity to make your own reservations.

Please see complete list of hotels in the neighborhood for your perusal.

Send Registration Form to:
Julia Arbini-Carbonell
Ohio Department of Job and Family Services
Bureau of Civil Rights' Cultural Diversity & LEP Section
30 East Broad Street, 30th Floor
Columbus, Ohio 43215
(614) 387-0310 or

Fax Registration to:

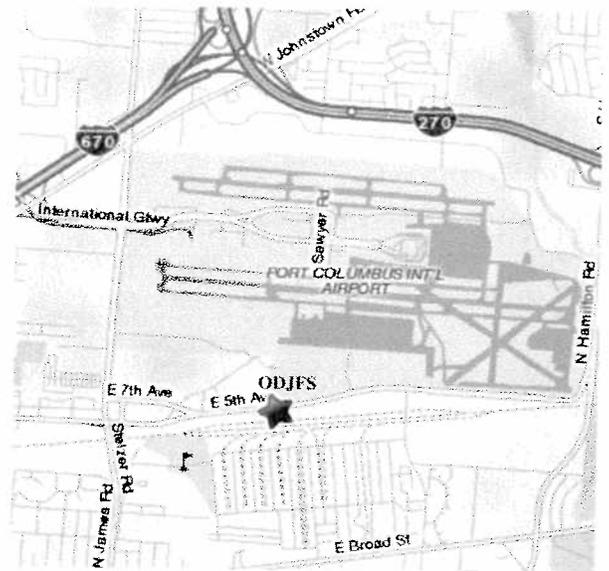
Julia Arbini Carbonell at (614) 752-6381

INTERPRETERS TRAINING

April 27th & April 28th, 2011

Location:

Ohio Depart. of Job and Family Services
Room A118
4020 E 5th Avenue,
Columbus, OH 43219-1811



HOTELS nearby:

Holiday Inn Hotel & Suites

750 Stelzer Road
Columbus, OH 43219
(614) 237-6360, 0.9 miles away
www.holidayinn.com

Cross Country Inn

4240 International Gtwy
Columbus, OH 43219
(614) 239-9828, 0.92 mi.

Baymont Inn & Suites

4240 International Gtwy
Columbus, OH 43219
(614) 237-3403, 0.92 mi
www.baymontinns.com

Hampton Inn Columbus

4280 International Gateway
Columbus, OH 43219
(614) 235-0717, 0.98 mi

Concourse Hotel & Conference

4300 International Gtwy
Columbus, OH 43219
(614) 237-2515, 0.99 mi
www.theconcoursehotel.com

Hilton Garden Inn Columbus

4265 Sawyer Rd
Columbus, OH 43219
(614) 231-2869, 1 mi
www.hiltongardeninn.com

Comfort Suites

4270 Sawyer Rd
Columbus, OH 43219
(614) 237-5847, 1.08 mi

Ramada Inn East Airport

4801 E Broad St
Columbus, OH 43213
(614) 861-0321, (800) 272-6232
www.ramada.com, 1.52 mi

Marriott-Columbus Airport

1375 N Cassady Ave
Columbus, OH 43219
(614) 475-7551, 1.87 mi

Best Western Port Columbus

1450 Airpointe Dr
Columbus, OH 43219
(800) 780-7234, 1.88 mi

Holiday Inn Express Hotel & Suites

460 Waterbury Court
Gahanna, OH 43230
(614) 428-8678, (800) 718-8466
www.hiexpress.com, 2.33 mi

Staybridge Suites Columbus A.

2890 Airport Drive
Columbus, OH 43219
(800) 718-8466, 2.02 miles away