

IN THE INTERVIEW...

1. Sit facing the non-English speaking client just as you would if there were no interpreter. The interpreter should be seated next to the client facing you. If you are using a sign language interpreter, this interpreter should be seated next to you facing the client.
2. Explain your function and the interpreter's function to the client. This includes the **confidentiality** of the conversation.
3. **The interpreter should not explain anything; only interpret.**
4. Explain how the treatment process works. Don't assume anything by our standards and norms.
5. Be aware of cultural differences and **level of education** of the client.
6. Keep eye contact with the client even during the interpretation
7. Do not use the 3rd person (he/she) when referring to the client to whom you are speaking.
8. Keep questions uncomplicated.
9. Check periodically to be sure that the client is understanding.
10. Furnish the interpreter with all the pertinent information or materials concerning the process.
11. **Be patient!** Allow extra time if you are working with an interpreter.