



Reference Information for Interpreters Completing PAR Assignments

Expectations of interpreters accepting PAR assignments

- Check assignment information provided by MCIS and confirm that you know the exact location and start time of the assignment
- Always arrive on time! If you are late by even one minute, the doors close and you will not be able to enter, therefore the client will go without interpretation services
- Plan your travel route, allowing sufficient time to account for traffic, weather conditions and finding parking
- Do NOT assume all sessions start at the same time! The start time is listed on your confirmation and it may differ, so always check ahead of time
- Know what type of session you are interpreting for (see below) and make sure you are prepared

What are PAR assignments?

- PAR stands for Partner Assault Response Program
- The PAR program is a court ordered initiative that delivers specialized community-based group education/counselling to offenders required to attend in response to a criminal charge involving domestic violence
- The 12-week program involves sessions that provide offenders an opportunity to take responsibility for their behaviour and examine their beliefs and attitudes towards domestic abuse and learn non-abusive ways of resolving conflict
- The program is offered by a network of agencies funded by the Ministry of the Attorney General, including Abrigo Centre, John Howard Society etc.
- The objectives of the program are to increase offenders' understanding of domestic violence and abuse, reduce the likelihood of reoffending, and assist victims/partners by reducing isolation and providing information that will help them make informed decisions about their safety and their relationship to the offender.

Is this type of assignment a good fit for you?

PAR assignments should only be accepted by interpreters who:

- Are skilled at whispered simultaneous interpretation
- Have a solid understanding of domestic violence and related issues
- Can commit to the 12-week series of assignments
- Can commit to always arriving on time



Why should you consider PAR assignments?

For interpreters who have the required skills and can make the necessary commitment, PAR assignments are great because:

- They provide a higher rate of pay than regular community interpreting assignments
- 12 assignments are booked at the same time, usually well ahead, allowing for efficient planning
- Ample reference materials are available to prepare and interpreting becomes easier and more predictable once you have done a few series of PAR assignments
- They allow interpreters to be part of a program that brings great benefits to families affected by domestic violence by helping with offender rehabilitation

What are interpreters responsible for?

Interpreters are required for:

- Intake meeting between PAR counsellor and program participant (offender)
- During this intake session, counsellors ask a series of relevant questions to gather information, including address, family background and criminal offense committed, any health concerns etc.
- Orientation sessions for program participants
- During this session the counsellor explains to the program participant all the aspects of the program including program principles. Documents outlining expectations for the participation in the program are reviewed
- Group counselling sessions – 2 hour sessions over 12 consecutive weeks
- PAR Contact – scheduled telephone interpretation between service provider and the victim of a domestic abuse situation to check on how they are doing, while the partner is in the PAR session

Interpreters are required to use the following modes of interpretation:

- Consecutive interpretation for intake and orientation sessions
- Whispered simultaneous interpretation during group counselling sessions
- Sight translation for various documents reviewed during the orientation session (e.g. Client Agreement) and counselling sessions (e.g. homework assignment, Power & Control Wheel)
- Telephone interpretation for PAR Contact

Tips for Overcoming Common Challenges

- Interpreting in the whispered mode may be challenging, as it requires the interpreter to keep their voice down – practice whispered simultaneous interpretation to build this skill & do your research to make sure you are familiar with the terminology
- The interpreter's close physical proximity to the recipient may cause a false impression of intimacy and partiality. So it is important to introduce yourself at the very beginning and outline your role, never express personal opinions and avoid being left alone with the limited/non-English speaking client
- Due to the simultaneous nature of your interpretation, you do not have the chance to interrupt for clarification as you would in consecutive interpreting – Make sure to prepare by consulting information on the PAR program available on the website of the service provider
- You may be required to interpret emotional content that could challenge your own values and biases – Always maintain a neutral tone of voice



Interpreter Dos and DON'Ts

DO:

- DO** make sure you have all assignment details available (including location, start time, site contact)
- DO** arrive on time
- DO** factor in traffic and weather conditions, time required to find parking etc.
- DO** prepare for the assignment by reviewing relevant materials
- DO** use the 10-minute break provided to tend to personal issues (e.g. drink water, make phone calls, text, take medication etc.)
- DO** remain impartial at all times
- DO** maintain the confidentiality of information accessed during the assignment
- DO** introduce yourself and make sure you always follow the Code of Ethics

DON'T:

- DO NOT** engage in personal conversation with participants during the break
- DO NOT** leave the premises during the 10-minute break
- DO NOT** disclose or share experiences with other PAR assignments
- DO NOT** forget you are there to interpret only, and not to participate in the session
- DO NOT** text / talk on the phone during the assignment
- DO NOT** remove any materials shared in the session from the premises
- DO NOT** bring anyone with you to the assignment (e.g. children, spouses, friends)



Interpreter's introduction*

Interpreter's introduction should be in English and your target language. Please remember to include all main points:

- ✓ First Name and Language
- ✓ Who sent you/Who you represent (MCIS)
- ✓ Accuracy, Completeness and Fidelity of Interpretation
- ✓ Confidentiality
- ✓ Impartiality
- ✓ Clarify "first person" interpreting (speaking directly to one another)
- ✓ Note-taking
- ✓ Interruption
- ✓ Permission to interpret

Sample Introduction:

*My name is (your first name), I am the (your target language) interpreter sent by MCIS.
I will be interpreting everything that is said accurately and faithfully.
Everything said today will be kept confidential.
I will remain impartial throughout the assignment.
I will be interpreting in first person, and would ask you to speak directly to each other.
I may also take notes to aid my memory, the notes will be destroyed at the end of the session.
I may interrupt if necessary for clarification.
Do I have permission to be your interpreter? (Wait for yes)
I will now introduce myself in (the second language of conversation).*

*Please note, that at certain PAR sessions, facilitators will allow a shortened introduction, along the lines of **"My name is (first name). Everything said today will be kept confidential"** due to the number of interpreters present in the room or familiarity of the session's participants with the interpreter. Sometimes, the facilitators may ask one interpreter to introduce all other interpreters present.



Interpreter's Code of Ethics

The interpreter's role is to deliver, as faithfully as possible, messages transmitted between individuals who do not share a common language.

In order to successfully fulfill this role, the interpreter's performance is governed by 8 ethical principles.

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| 1. Accuracy and Fidelity | Interpreters strive to render all messages in their entirety accurately, as faithfully as possible and to the best of their ability without addition, distortion, omission or embellishment of the meaning. |
| 2. Confidentiality | Interpreters will not disclose and will treat as confidential all information learned, either uttered or written in the performance of their professional duties, while adhering to relevant requirements regarding disclosure. |
| 3. Impartiality | Interpreters strive to maintain impartiality by showing no preference or bias to any party involved in the interpreted encounter. |
| 4. Respect for Persons | Interpreters demonstrate respect towards all parties involved in the interpreted encounter. |
| 5. Maintaining Role Boundaries | Interpreters strive to perform their professional duties within their prescribed role and refrain from personal involvement. |
| 6. Accountability | Interpreters are responsible for the quality of interpretation provided and accountable to all parties and the organizations engaging the interpreter's service. |
| 7. Professionalism | Interpreters at all times act in a professional and ethical manner. |
| 8. Continued Competence | Interpreters commit themselves to lifelong learning in recognition that languages, individuals, and services evolve and change over time and a competent interpreter strives to maintain the delivery of quality interpretation. |