



SURRY COUNTY HEALTH & NUTRITION CENTER
118 HAMBY ROAD
DOBSON, NORTH CAROLINA 27017

VACANCY ANNOUNCEMENT
SURRY COUNTY HEALTH & NUTRITION CENTER
FOREIGN LANGUAGE INTERPRETER II
POSITION NUMBER 545-04-993
COUNTY POSITION NUMBER 512106

SALARY GRADE: 63
SALARY: \$33,932-\$55,604
LOCATION: Dobson, NC

Description of Work: Surry County Health & Nutrition Center has an immediate opening for a full-time Foreign Language Interpreter to provide interpretation for the Hispanic population who receive services. Duties will include obtaining information to complete the sign in process, explaining programs and protocol to the client, obtaining the patient history, assisting staff in obtaining information to complete paperwork, making appropriate referrals to other agencies or healthcare providers if indicated, assisting in developing Hispanic educational materials for patients, scheduling appointments, and following up on missed appointments.

Minimum Education and Experience: Graduation from high school and one year of experience in a health care or human services setting with demonstrated fluency in Spanish and English. Clerical experience preferred with knowledge of Microsoft Office, and knowledge of CureMD Software would be an asset.

Application Process: Applications will be taken at NC Works Career Center, 942 W. Pine Street, Mount Airy, NC (336-415-6120), by going online to the Surry County Human Resources job posting page, printing the application and e-mailing back to the indicated email, SCJobs@co.surry.nc.us or by contacting Surry County Human Resources at 336-401-8221. A complete list of duties and analysis of physical demands will be available upon request.

SURRY COUNTY IS A DRUG FREE WORKPLACE
SURRY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Posted: April 26, 2024
Closing Date: May 10, 2024

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