



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 545-04-353

SALARY GRADE: 63
SALARY RANGE: \$30,180 - \$49,452
LOCATION: Dobson, NC

Description of Work: Surry County Health & Nutrition Center has an immediate opening for a 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. Position will primarily serve the Pediatric Clinic.

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 Patagonia Software would be an asset.

Application Process: Applications may be obtained by calling the Surry County Human Resources Office at 336-401-8221 or by going online on the Surry County HR job posting page, printing the application and e-mailing back to the indicated email, SCJobs@co.surry.nc.us. until 5:00 pm on the closing date. EOE M/F Surry County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. Surry County is a drug free workplace.

Posted: December 23, 2020
Closing Date: January 15, 2021