

JOB ANNOUNCEMENT

Hyde County Health Department

Position: Foreign Language Interpreter II

Position No.: 481-34-201

Salary Range: \$26,468 - \$41,026

Description: This position provides paraprofessional foreign language interpretation services for Spanish speaking clients seen in the Health Department. The position will act as a liaison between the Health Department and the Latino population, providing outreach activities in the community to educate individuals and groups and offer services.

Special Note: This is a generalized representation of this position and is not intended to identify all essential functions one must perform on a daily basis.

Knowledge, skills, and abilities: Candidate must possess ability to interpret and translate verbal communication, as well as written materials, in English and Spanish, which includes different dialects. Candidate must have a significant understanding of the ethics of interpreting. Also required is the ability to problem solve and coordinate work with other staff. Candidate must have a general knowledge of and ability to use correct spelling, punctuation, and specialized vocabulary. Must have the ability to operate a computer, with a working knowledge of Microsoft Windows. Interaction with the public and staff in a courteous and tactful manner is a must.

Minimum Education and Experience Requirements: Graduation from high school or GED and two years' experience in interpreting and translating English and Spanish in a setting that requires knowledge of the programs or services. Demonstrate fluency and skills necessary to meet the needs of the Health Department and client populations serviced; or an equivalent combination of the training and experience.

Special conditions of employment:

- Must possess a valid NC driver's license

Open until filled, preference given to applications received by:

February 24, 2017 @ 5:00 p.m.

To apply submit completed original, signed and dated State Application (PD 107) to:

Luana C. Gibbs, Interim Health Director
Hyde County Health Department
P O Box 100
Swan Quarter, NC 27885

Hyde County is an Equal Opportunity Employer