



**Public Health**  
Prevent. Promote. Protect.

# Henderson County Department of Public Health

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November 6, 2017

## POSITION ANNOUNCEMENT

### Foreign Language Interpreter II Working Title: Medical Office Assistant

**Description:** The Henderson County Department of Public Health is currently accepting applications for one full-time Foreign Language Interpreter II position. This position provides Spanish interpretation to Spanish-speaking patients and customers of the Department of Public Health in all areas of the clinic and immunization setting. This role is one of three positions that rotate between clinical/medical interpreting and nursing assistance duties requiring significant knowledge of clinical environments, medical terminology, and principles and practices of patient care and techniques. Responsibilities include, but are not limited to, checking in patients, obtaining vital signs, height and weight, graphing measurements, performing hearing and vision tests, eliciting chief complaints, performing basic lab procedures, escorting patients to exam room, preparing patients for exams and assisting providers and nurses, cleaning and stocking supplies, sterilizing instruments, and assisting nurses and providers as assigned and as needed. Usual work schedule is Monday through Friday 8:00 A.M. to 4:30 P.M., with the need for extended hours to accommodate patient flow.

**Required Minimum Training:** The person in this position must be bilingual, fluent in both Spanish and English, both oral and written. Graduation from High School or GED and two years of experience in interpreting and translating English and Spanish language in a medical/clinic setting. Applicant must demonstrate the fluency and skill necessary to meet the needs of the organization and client populations served. Successful completion of a one-year formal training course in medical office assisting at a community college or technical institute, or one year combination of clerical and medical experience is preferred but not required.

Pre-employment drug screen and criminal background check, including screening against the OIG's List of Excluded Individuals, is required.

**Applications will be accepted through Monday, November 20, 2017.**

**To Apply:** Submit a completed **Henderson County application and college transcript** to Katie Fuller via email at [healthhr@hendersoncountync.org](mailto:healthhr@hendersoncountync.org), via fax at 828-697-4709, or via mail to:

Henderson County Department of Public Health  
1200 Spartanburg Hwy, Suite 100  
Hendersonville, NC 28792-5840

Applications are available at the Henderson County Department of Public Health, including our website: [www.hendersoncountync.org/health/web\\_pages/employment.html](http://www.hendersoncountync.org/health/web_pages/employment.html) or from the Henderson County NCWorks Career Center at 180 West Campus Drive, Flat Rock, NC 28731.

**EOE/M/F/D/V**

**Salary Grade:** 66A      **Minimum Starting Wage:** \$14.84/hour (pay rate commensurate with experience)