



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 545-04-992

SALARY GRADE: 63
SALARY RANGE: \$30,780 - \$50,436
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. This position primarily works in the Nutrition Department in the Women, Infants, and Children (WIC) Program and the Diabetes Self-Management Education/Medical Nutrition Therapy Program.

Minimum Education and Experience: Graduation from high school or GED and one year of experience preferably in a health care or human services setting, demonstrating a fluency in Spanish and English. Clerical experience preferred with knowledge of QS Software and Microsoft Office.

Application Process: To apply, applicants should contact the NC Works Career Center, 541 West Pine St., Suite 300, Mount Airy, NC 27030 or call 336-786-4169 for an application. You may also apply online by visiting the Surry County HR 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. 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.

Date Posted: November 16, 2021
Closing Date: November 30, 2021