



AppHealthCare
Appalachian District Health Department
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Caring for our Community

POSITION VACANCY

May 15, 2023

- Position Available:** Foreign Language Interpreter – Administrative Specialist
#405-04-907
- Location:** Appalachian District Health Department
Alleghany County Health Department (with the potential to travel to any
District office location as need demands)
- Salary Range:** Grade 63: \$32,772 - \$51,867 Annually
- Hours:** Monday – Friday 7:00 - 6:00 pm with usual working hours of 7:45 a.m.
to 4:45 p.m. (to work the equivalent of 40 hours weekly). Some early
morning or evening work may be required occasionally.
- Closing Date:** Open until filled

Job Description: This position serves as a Foreign Language Interpreter at the Alleghany County Health Department. This position will fill a critical role in the department by providing medical interpretation to Spanish speaking clients seeking a variety of services.

In addition, the position will be part of a great front office team and will complete a variety of administrative functions for clinical public health services, translation for clinical appointments, assist with medical records, and schedule medical appointments for all clients. The successful candidate in this position will also be using an electronic health record on a daily basis for managing work tasks.

Educational Requirements and Experience:

High School Diploma or GED and one year of experience in interpreting and translating Spanish in a medical setting. Employee must demonstrate fluency and skill necessary to meet the needs of the organization and client population and must have one year clerical and health/dental office related experience; or an equivalent combination of training and experience.

Additional preferred knowledge, skills, and abilities include: Certified Medical Interpreter and if not obtained prior to employment, willingness to obtain this certification within one year of employment expected.

To apply, please submit an NC State Application, Resume, and Cover Letter by the closing date.

Email address submission: careers@apphealth.com

An Equal Opportunity Employer

BUSINESS OFFICE 157 Health Services Road PO Box 309 Sparta, NC 28675 336-372-5641 336-372-7793 Fax	ALLEGHANY CO. HEALTH CENTER 157 Health Services Road PO Box 309 Sparta, NC 28675 336-372-5641 336-372-7793 Fax	ASHE CO. HEALTH CENTER 413 McConnell Street PO Box 208 Jefferson, NC 28640 336-246-9449 336-246-8163 Fax	WATAUGA CO. HEALTH CENTER 126 Poplar Grove Connector PO Box 307 Boone, NC 28607 828-264-4995 828-264-4997 Fax
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