

Edgecombe County
Human Services Agency
Department of Social Services
122 E. St. James Street-Tarboro, NC 27886
Foreign Language Interpreter II
SALARY: \$23,170.00

Posted: Internal, NCWorks Career Center, Edgecombe County Website, NC Social Services Jobs,Indeed.com

Position Number: 165-04-651

The Foreign Language Interpreter position provides language interpreting services and translation of information to Spanish speaking clients both verbally and in written form. The position serves as a conduit for communications between the agency and the client, conveying all information shared between staff and client while converting the exchange from Spanish to English. Duties include obtaining data in order to complete the eligibility process and conveying this information to the worker, maintaining a daily log of interpretation services, client registration when functioning as back up to front desk receptionist, explaining processes, client follow up as needed to obtain additional data, Assisting clients to ensure that appropriate services are determined, offered, received, or given. Accompany staff on home visits, travel to the Rocky Mount office as needed to provide interpreting services, etc., Candidate must be bi-lingual in Spanish. A valid NC driver's license and access to a passenger vehicle is required. Employees operating their personal vehicles for county business shall maintain the minimum liability coverage required by the state of North Carolina in accordance to the County Fleet Policy and Employee Safety Program (page 10, section G.) This position performs disaster related duties during emergency disasters and shelter openings. Position is located in the **TARBORO OFFICE**, however, office location may change based on the needs of the agency.

Knowledge, Skills and Abilities:

Ability to interpret/translate all verbal information and written materials in English and Spanish. Significant knowledge of the ethics of interpreting. Ability to assess the communication skill level of clients and exercise judgment in determining services to be rendered. Ability to understand and interpret information in the various dialects of that language. Significant knowledge of the program area, regulations, policies, procedures, etc. assigned. General knowledge of forms used in determining eligibility. General knowledge of agency's organization rules, policies and procedures. Communicate effectively with other agency personnel to gather and verify information.

Minimum Education and Experience:

Graduation from high school or GED and two years of experience in interpreting and translating English and Spanish in a setting that requires a knowledge of the programs or services. Demonstrates fluency and skill necessary to meet the needs of the organization and client populations served; or an equivalent combination of training and experience.

All degrees must be received from appropriately accredited institutions. Copies of transcripts from accredited institution required.

Application Period: 05/19/2017 through Until Filled

Application Deadline: Until Filled

Application Process: Applications are available online at www.edgecombecountync.gov. Applications should be returned to Nora Harper, Personnel Assistant at 301 S. Fairview Rd., Rocky Mount, NC 27801. Applications can be picked up at the Social Services Office at 301 S. Fairview Rd., Rocky Mount, NC 27801 or downloaded from the County's website. Applications are also available at the Edgecombe County Manager's Office at 201 S. Andrew St., Tarboro, NC. Applicants may also apply through the NC Department of Commerce-Division of Employment Security. Electronic copies, Fax copies, incomplete or unsigned applications will not be considered. **An official transcript of undergraduate and/or graduate degree(s) is required at the time of application. Degrees must be received from appropriately accredited institutions.**

*Preferences: Prefer applicants that are proficient in using a personal computer and have strong verbal and written communication skills. Bilingual (English/Spanish) applicants encouraged to apply.

We support a drug free work environment. A pre-employment drug screening and criminal background check is required.

AA/EOE