



TANEY COUNTY HEALTH DEPARTMENT POSITION DESCRIPTION

JOB TITLE: Spanish-English Bilingual Interpreter

Name: TBD

DIVISION: Clinical

IMMEDIATE SUPERVISOR: Clinical Division Manager

STATUS: Non-Exempt

ESSENTIAL FUNCTIONS

- I. Bilingual/Hispanic Support Activities 75% of Time
 - A. Assist Clinical and WIC Divisions with support for language and cultural translation during patient clinic visits and over the phone.
 - B. Provide a wide range of Spanish-language support services, including written and verbal translation, throughout the department.
 - C. Must be able to drive to all Taney County Health Department locations, or off site locations as needed, to perform all required and essential job related activities and tasks.

- II. Community Outreach Activities 25% of Time
 - A. Assists the Community Outreach Division with community outreach and health education
 - B. Works with local community partnerships, coalitions, and committees as needed
 - C. Acts as a bilingual liaison and representative for the Health Department to the Spanish-speaking and Hispanic communities
 - D. Assists PIO with the development of public health messages geared towards the Hispanic and/or Spanish-speaking.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other Health Department related duties requested by their supervisor; subject to reasonable accommodations.

BUSINESS EXPECTATIONS

- ◆ Follows applicable rules, regulations, and policies.
- ◆ Attends work regularly and is punctual.
- ◆ Behaves professionally and presents a professional business appearance.
- ◆ Conducts self in such a way as it reflects positively on the Health Department.
- ◆ Fosters positive working relationships and accepts new responsibilities.

WORK ENVIRONMENT

- ◆ Average accessibility of all work sites required for the position.
- ◆ Average exposure to weather and temperature extremes.

- ◆ Average exposure to chemicals and fumes.
- ◆ Average exposure to heights.
- ◆ Average exposure to work safety hazards.
- ◆ Average amount of overtime/extended work hours required.
- ◆ Average exposure to dust.
- ◆ Average exposure to loud noises.
- ◆ Average exposure to darkness.
- ◆ Average exposure to cramped spaces.

PHYSICAL EFFORT

- ◆ Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Normal physical agility: ability to maneuver body while in place.
- ◆ Normal physical strength to handle routine office materials and tools.
- ◆ Normal physical strength to handle 40 lb. objects, considering frequency.
- ◆ Normal dexterity of hands and fingers.
- ◆ Normal physical balance: ability to maintain balance and physical control.
- ◆ Normal coordination, including eye/hand, hand/foot, etc.
- ◆ Normal endurance.

KNOWLEDGE REQUIREMENTS

- ◆ Fluent in written and spoken Spanish
- ◆ Valid driver's license.
- ◆ Preferred two or more years' experience in public health, health and wellness, or community development.
- ◆ Preferred bachelor's degree in Spanish, communications, health education, or a health-related field.
- ◆ Ability to multitask, computer literacy, ability to build and maintain teams.

MENTAL EFFORT

- ◆ Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- ◆ Above average memory, considering the amount and type of information.
- ◆ Normal complexity of decision-making.
- ◆ Average time pressure of decision-making.
- ◆ Average analytical thinking.
- ◆ Average conceptual thinking.

COMMUNICATIONS

- ◆ Above average verbal communication.
- ◆ Above average written communication.
- ◆ Above average non-verbal communication.

SENSORY ABILITIES

- ◆ Normal ability to see.

- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch.