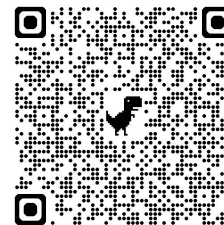




Bilingual Health Aide



LINN COUNTY DEPARTMENT OF HEALTH SERVICES

Class Code: 728

AVAILABLE POSITION

Bilingual Health Aide – Vital Statistics
Public Health Department (Classification 728)
SEIU Represented Full Time (37.5 hours/week) position.

ESSENTIAL FUNCTIONS:

Assist in the front office duties for the environmental health and vital records programs, including telephone answering, assisting public at the front counter, and determine customer needs, arrange for appropriate staff assistance for the non-English speaking public. Answer questions related to the department's specialized programs and assist the public in filling out forms and applications and taking payment of fees. Responsible for performing clerical tasks of a moderately complex nature in support of professional, technical, and administrative functions in a department. Provide high quality simultaneous and consecutive interpreting and sight translating services for clients according to Oregon Law. Includes interpreting using the telephone and in person. Remain impartial in all situations, interpreting accurately and completely without regard to the content of the communication. Provide translation services off-site on home and business visits.

MINIMUM QUALIFICATIONS:

Graduation from a senior high school, preferably supplemented by post high school training in language interpreting and health office assisting. One year of health office work experience plus experience working in a professional capacity as an interpreter with non-English speaking people is desirable or any satisfactory combination of experience, education and training which demonstrates the ability to perform the work described. Ability to pass test and show proficiency in Spanish-English interpretation. Ability to pass a criminal history check. Possess a valid driver's license with an acceptable driving record.

SALARY, BENEFITS, COMPENSATION:

Linn County employees say their benefits play a large role in what makes the County such a great place to work. **We offer competitive benefit plans.**

- Medical, Dental, and Vision Benefits
 - Family plans are less than \$15 per month
- Vacation and Floating Days
- Paid Holiday Time
 - 10.5 paid holidays
- Sick & Bereavement Time
- Employee Assistance Program (EAP)
- County Paid Life and Long Term Disability Benefits
- Longevity Incentive
- Public Service Loan Forgiveness
- Public Employee Retirement System (PERS)
 - Fully Paid by County

For a full list of our benefits, please visit our Benefits webpage: [Benefit Summary](#)

SALARY RANGE	\$3,380 - \$4,322
CLOSINGDATE:	Until Filled
HOW TOAPPLY:	www.linncountyhealth.org

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

A copy of the Job Classification for this position as well as the Employment application may be obtained from the Linn County Board of Commissioner's Office, Room 201, Linn County Courthouse, PO Box 100, Albany, OR 97321; at the Oregon Employment Division Office in Albany, or online at <http://www.co.linn.or.us>.