



**COBB & DOUGLAS
PUBLIC HEALTH**

Healthier lives. Healthier community.

Employment Opportunity

*Certified Spanish Interpreter-
WIC Customer Service
Position: 00209900*

Cobb and Douglas Public Health a nationally accredited health department, headquartered in Marietta, Georgia since 1920 promotes and protects the health and safety of the residents of Cobb and Douglas counties in partnership with several other agencies. CDPH is committed to delivering compassionate, high-quality, affordable healthcare services with special attention to the at-risk population. We work to achieve healthy people in healthy communities by: Preventing epidemics and spread of disease, protecting against environmental hazards, preventing injuries, Promoting and encouraging healthy behaviors, responding to disasters, assisting in community recovery, and Assuring the quality and accessibility of health care. By excelling at our core responsibilities, we will assist our residents in living healthier, longer and more rewarding lives.

We Offer: Exceptional opportunities along with excellent benefits, which include: 12 paid holidays, 3 weeks each of annual and sick leave per year. A defined benefit retirement plan with full vestment after 10 years of full-time employment; includes an employer 401k match. Payroll deductible health benefits (medical, dental, vision, legal, long-term care, dependent life, AD&D, short and long-term disability, etc.). Medical and child care spending accounts can be established in addition to deferred compensation options. Flexibility within our core operational hours of Monday-Friday 8am-5pm. Learning and growth opportunities. Employee recognition program. Diverse workforce. And much more!

Summary: In a team environment, under limited supervision, assures that WIC demographic data is collected & WIC Nutrition Education is provided meeting the standards set by GA WIC policy and procedure, CDPH Customer Services and culturally competent care for limited English proficient clients. Self-monitors and assures ongoing professional development necessary to maintain skills utilizing multiple resources. May supervise other staff. Translate instructions and handouts to help limited English proficient clients. Interprets and translates information orally for limited English proficient clients. Provides outreach and tracking services to non-English speaking populations to inform them of the services and programs available. Serves as a liaison between limited English proficient clients and agencies in coordinating and ensuring the continuity of available services/programs. Knowledge of structure and content of the English language specific to the position including the meaning and spelling of words, rules of composition, and grammar. Knowledge of interpretive principles and methods. Clerical duties including, greeting clients, scheduling appointments, performing patient intake tasks, answering phone calls, providing general information, etc. Responsibilities include, but not limited to, provides administrative WIC services within the standards set by GA WIC policies and procedures to assure prompt services are provided to all WIC clients.

Minimum Qualifications: High School Diploma or GED and **fluency** in the foreign language specific to the position of assignment **(Spanish & English)**.

Preferred Qualifications: **Spanish/English Interpreter Certification**, six months of experience handling customer's questions, complaints and/or providing information. GA WIC experience, CDPH WIC experience, course work relating to Public Health.

Salary Information: \$24,772 Annually / Pay Grade F

Applications Accepted: March 15, 2019 – March 22, 2019

TO APPLY: In order to successfully apply for a position; the hiring agency requires interested applicants to complete the Cobb & Douglas Public Health's Online Employment Application. This job application can be found at: **www.cdpH-ess.com**. Click on "**Employment Opportunities**" and locate this position, click "**Apply**" and begin your application process.

Thank you for your interest in CDPH. Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

Requirements for this position may be subject to: Pre-Employment Drug Screening, Criminal Background Check/Fingerprinting, Previous Employment Reference Check, Specific Immunizations, Motor vehicle check, and/or Education and/or Licensure verification.

If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to: Camilla.Barnes@dph.ga.gov