



May 3, 2024

**Public Health Foreign Language Interpreter II**  
**Salary Grade (63)**  
**Salary Range: \$41,913 to \$67,004**  
**463-04-988**

*Salary offer will be commensurate with experience, education, and equity with others in the agency upon hire.*

*Local government entities may not offer salary levels outside the posted salary range for each job posting.*

*It is the practice of GVPH to post the entire salary range for each job posting from hiring amount to top of the range.*

Granville Vance Public Health is now accepting applications for the position of Public Health Foreign Language Interpreter II to work in our Public Health Clinics in Granville and Vance counties.

**THE PRIMARY PURPOSE:** This full-time position is responsible for providing Spanish interpreting services for Granville Vance Public Health Clinical Services and to assist staff in providing care to the Spanish-speaking population. The interpreter will ensure that all services, communications, documentation, etc., associated with a program are provided in the client's native language as mandated by law, program guidelines, or needs. The ideal candidate will provide verbal interpretation of all information shared between staff and clients/parents/caregivers, etc. The work of an interpreter involves translating all written materials and serving as a point of contact for clients. Interpreters may coordinate transportation, assist in arranging referrals to local services and resources; interpret test items, programmatic information, or results of evaluations; conduct interviews to obtain program or personal data and/or assist management in monitoring the accuracy of translating/interpreting services. Interpreters assist clients to ensure that appropriate services are determined, offered, received, or given.

**MINIMUM QUALIFICATIONS:** High school or General Educational Development (GED) diploma and two years of experience in interpreting and translating English and the required foreign language in a setting that requires a knowledge of the programs or service; or an equivalent combination of education and experience.

**COMPENSATION PACKAGE:** GVPH offers competitive benefits including paid group medical insurance, NC Local Government Employees Retirement System membership, thirteen paid holidays, two additional floating holidays, and vacation and sick leave. Other voluntary group benefit options are available, including 401(k), 457(b), dental insurance, life insurance, vision insurance and flexible spending accounts.

**APPLICATION PROCESS:** Interested applicants must submit a cover letter; a completed **State Application (PD 107)** and official college transcripts; and three work-related reference contacts. Applicants who apply by May 24, 2024, will be given priority for first-round interviews. May submit via email to [humanresources@gvph.org](mailto:humanresources@gvph.org) or postal mail to:

Personnel Director  
Granville Vance Public Health  
Post Office Box 367  
Oxford, North Carolina 27565

**SELECTION PROCESS:** Includes review of qualifications, structured interviews, reference checks on qualified applicants and successful completion of pre-employment drug screen. This position is open until filled.

GVPH IS AN EQUAL OPPORTUNITY EMPLOYER.