

SUMTER

FAMILY HEALTH CENTER

Caring For Our Community's
Health and Well Being

JOB POSTING

Interpreter/Translator (Spanish)

Job Summary:

The Interpreter/Translator is responsible for providing interpretation and translation services for the Spanish-speaking patient population of Sumter Family Health Center.

- Interprets for patient and health care provider during the medical appointment.
- Explains doctor's orders including recommended plan of care, medications, and follow-up appointments.
- Assists receptionist with patients at front desk when interpretation services are needed.
- Educates patients on financial obligations and financial assistance available to them.
- Assists in providing process improvement reports for improving the quality of patient care as appropriate.
- Assists with written translation of company documents.

Qualifications:

High School diploma or equivalent. Fluent in Spanish and English, both in verbal and written format. Medical office experience preferred. Excellent communication and telephone skills required. Computer knowledge preferred. Must possess the ability to prioritize tasks and manage time efficiently. Must be flexible as to the changing needs of the center. Must be able to work as a team player at all times.

Schedule and Benefits:

Full-time position with primarily Monday – Friday dayshift schedule. Comprehensive benefits package including health, dental, vision and life insurance, as well as, 401(k), paid time off and holiday pay.

How to Apply:

If you are interested in applying, please download and print an application from our website: www.sumterfhc.com. Return your completed application to:

Sumter Family Health Center

Attn: Human Resources

1278 N. Lafayette Drive

Sumter, SC 29150