

POSITION: Foreign Language Interpreter II

DEPARTMENT: Social Services

Grade: 25

Starting Salary: \$38,533.04

Position: 530069

Posted: July 25, 2025

Closing: August 8, 2025



Responsibilities

This position provides foreign language interpreting services in a variety of settings. It requires a considerable knowledge of the ethics of interpreting and skill in fluency that is sufficient to meet the needs of the organization and population served. This also involves the ability to assess the communication level of the customer and exercise judgement in determining services to be rendered. The employee will need to learn the agencies programs and have the ability to apply the knowledge to ensure that all services associated with a program are provided in Spanish in a courteous and effective way. This position requires knowledge and application of customer service skills and a variety of other duties in the Economic Services unit. The Foreign Language Interpreter II position is part of the Economic Services unit. This position provides foreign language interpretation services that include both verbal and written in all areas of Social Services including, but not limited to, Medicaid, Food/Nutrition, Work First, Child Protective Services, Adult and Family Services, Child Support and clerical staff. Primary focus of this position is an Income Maintenance Caseworker II in Economic Services. Duties will include conducting the initial intake interviews, recertification interviews, reports of changes and data input with the NC FAST system.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Intake, processing of applications, redetermination of eligibility, and interpretation. other duties as outlined in the Macon County Department of Social Services Management Manual and any other duties assigned by the supervisor, director or director's designee.

Knowledge, Skills and Abilities

Considerable knowledge of the program areas of assignment. General knowledge of all agency and community programs and services which could affect the client/applicant. Good mathematical reasoning and computational skills. Ability to read, analyze, and interpret rules, regulations and procedures. Ability to communicate with clients/applicants, the public at large, and public officials to obtain data, and to explain and interpret rules, regulations and procedures. Ability to instruct and to evaluate the work of lower level employees. Ability to perform caseworker functions within the structured time frames. Fluent in Spanish and English.

Minimum Training and Experience

High School Diploma or Equivalent

Three years of experience in interpreting and translating English and Spanish in a setting that requires a knowledge of the programs or services, or a combination of education and experience.

Special Requirements

- Valid driver's license

AN EQUAL OPPORTUNITY EMPLOYER/ADA EMPLOYER
All prospective employees are subject to a criminal background check
References may be requested