



tandem health

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 Tandem Health.

Duties and Responsibilities:

- Interprets for health care provider and patient during the medical appointment.
- Explains doctor's orders including recommended plan of care, medications, and follow-up appointments.
- Educates patients on financial obligations and financial assistance available to them.
- Assists in providing PI reports for improving the quality of patient care as appropriate.
- Assists with written translation of company documents.
- Performs other duties as assigned.

Qualifications:

High School diploma or equivalent. 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.

Work Environment:

Very busy atmosphere. Highly stressful when dealing with the individual personalities of co-workers, patients and their families. Potential for rare exposure to blood-borne diseases (Category II). Potential for rare exposure to chemical hazards (Category B).

Physical Demands:

Considerable walking, standing or sitting. Assist in lifting and moving patients as necessary. Lifts equipment/supplies up to 20lbs occasionally, and/or up to 10lbs frequently. Considerable reaching, stooping, bending, kneeling and crouching.

How to Apply:

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

Tandem Health
Attn: Human Resources
550 S. Pike West
Sumter, SC 29150