



Ashe County Department of Social Services
150 Government Circle
Suite 1400
Jefferson, NC 28640
(336)-846-5700

Contract Recruitment Announcement

PRIOR INTERPRETER EXPERIENCE PREFERRED

Position: Contract Interpreter

Ashe County Department of Social Services is looking for a contract Spanish-speaking Interpreter. This position will be on an as needed contract basis and renewed annually.

Salary: \$35.00 per hour (including travel time)

Application Period: 3/14/2019 – 3/29/2019

Responsibilities:

Individual will facilitate communication between Ashe County Department of Social Services employees and Spanish-speaking clients as scheduled during meetings, conferences, and on required court cases involving Children's Protective Services, Foster Care Services, Adult Protective Services and Wards of the Department. Candidate must be prepared to handle the sometimes emotionally-charged family meetings. Interpreter will also assist clients in explaining and completing paperwork as needed. Candidate should have excellent verbal and written communication abilities in both languages and have a good understanding of the Hispanic culture. Candidate will be required to sign a confidentiality agreement and have no overdue tax debts.

Minimum Education and Experience:

High School Diploma or GED, along with relevant interpreting experience required. An Associate's Degree in interpreting or a certificate of completion from a school of interpretation is required per Federal and State Regulations. For otherwise qualified candidates, the Agency can reimburse the expenses of obtaining this certification.

Recruitment Process:

Incomplete documentation or documentation received after 1:00 pm on March 29, 2019 will not be accepted. All applicants must submit a cover letter, resume and a copy of a transcript from the institution where the applicant received the highest degree. A copy of interpretation certificate should also be provided, if applicable. **Applications must be submitted to the NCWorks Office, 626 Ashe Central School Road, Unit 5, Jefferson, NC 28640 in order to be considered. You may fax all documents to Nancy Broman at 336-982-3657 prior to the 1:00 p.m. deadline on March 29, 2019.** Candidates will be subjected to a background check and drug screening.

Ashe County is an Equal Opportunity Employer.