

NOW HIRING

Public Health Office Assistant/Interpreter: A part-time position (2 days per week) is available at the Grainger County Health Department (county position). Must have a high school diploma or GED and experience equivalent to 2 years of full-time customer service delivery and/or clerical/office work. A valid motor vehicle operator license is required. Duties include, but are not limited to, patient registration across a variety of programs and circumstances, appointment scheduling, patient checkout, WIC EBT disbursement, vital records processing, English/Spanish interpreter, and medical records management. Must be able to communicate clearly, handle multiple tasks, and demonstrate keyboarding and computer skills. Bi-lingual (English/Spanish) and must pass a Spanish Interpreter Assessment within six months of employment. Please email a resume to jill.heatherly@tn.gov or drop off or send to the Health Department marked resume enclosed to the Grainger County Health Department P.O. Box 27 Rutledge, TN 37861 by Wednesday, March 15, 2023. The Grainger County Health Department is an EEO employer.



Grainger County
Health Department