

**BELL COUNTY PUBLIC HEALTH DISTRICT
POSITION DESCRIPTION
CLERK / INTERPRETER**

GENERAL DESCRIPTION:

- Responsibilities include: interpreting for Spanish-speaking patients for nursing staff, translation of English to Spanish literature for clinic, and clerical responsibilities.
- Responsible for performing designated services within a clinical setting. Refer to essential functions for definition of designated services. Services are provided at the Killeen and Temple office locations. Services are performed in the family planning, sexually transmitted diseases, and immunization clinics. Services are provided under the direct supervision of the clerical supervisor, the Director of Nurses or the Director of Nurses.

WORKING HOURS:

Monday - Thursday 7am. - 4:30pm
Friday - 7am. - 11am.
Evening and Weekend hours as required

ESSENTIAL FUNCTIONS:

- Interpreting for Spanish speaking clients for nursing and clerical staff.
- Translate English to Spanish literature for clinic.
- Serves as receptionist/Responsible for Phones.
- Responsible for Client Appointment System.
- Custodian of Medical Records, to include electronic medical record and paper charts.
- Maintains Medical Record File System.
- Responsible for data collection/retrieval.
- Generates reports per request of nursing administration.
- Responsible for determining client eligibility per HHSC/Title X/DSHS guidelines.
- Photocopying, typing, word processing, and computer duties as needed.
- Responsible for Fee Collection per Health District Fee Policy and T/K Cash Register Procedures.
- Responsible for Mail Distribution.
- Responsible for Medical Nursing/Office Supplies.
- Responsible for completion of Laboratory specimen forms.
- Responsible for posting Lab results according to protocol.
- Required to assist in coverage at other clinic site(s) as needed to ensure appropriate staff coverage.
- Responsible for additional duties as assigned.

SKILLS/ABILITIES TO PERFORM IN POSITION:

- Ability to speak and write Spanish.
- Ability to interact appropriately with clients/co-workers.
- Ability to understand the importance of medical confidentiality.
- Ability to prioritize time and responsibilities.
- Ability to take direction from authority.
- Basic office skills and use of general office machines.

SPECIAL CONSIDERATIONS/REQUIREMENTS/RECOMMENDATIONS:

- Valid Texas driver's license
- Must have own automobile
- Must have telephone
- Requires ability to lift clinic supplies, educational materials and machines
- Prolonged standing, sitting, or driving may be required
- Increased risk for exposure to and possible transmission of vaccine-preventable diseases and/or tuberculosis.
- Must have appropriate immunizations according to BCPHD Staff Member Immunization Policy.

MINIMAL QUALIFICATIONS:

- GED or high school diploma

Note: Salary increases may be considered in relation to factors such as: merit, longevity of service, and financial feasibility.