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2400 N. Lincoln Avenue, Fremont, NE 68025 | 402-727-5396 | FAX: 402-727-5399

Three Rivers Public Health Department (3RPHD) is seeking a full-time **Clinic Services Interpreter/ Community Health Worker** to join our dynamic team. 3RPHD offers a competitive salary and benefits package along with a work environment that is terrific. Please read below to learn more about this exciting opportunity.

Position Purpose:

The Clinic Services Interpreter/ Community Health Worker position will offer interpretation and translation services, provide culturally appropriate health education and information, help people get the care they need, give informal counseling and guidance on health behaviors, advocate for individual and community health needs, under the direction of the Director of Clinic Services. This position is responsible for the day-to-day interpreter assistance (Spanish/English) for the 3RPHD clinic working with the 3RPHD Nurse Practitioner and the 3RPHD Clinic Nurses.

Duties and Responsibilities:

- Provide Interpretation during all aspects of the patient visit process including but not limited to the following:
 - Review clinic schedule for the day with the Nurses to determine which patients will need interpretation assistance.
 - Become familiar with HIPAA guidelines and medical confidentiality.
 - Escort patients from reception to exam room if Clinic Nurse is not available.
 - Prepare and complete release of information forms (ROI) with patients when requested from APRN via telephone encounter if records are needed from previous physicians/ clinics.
 - Scan patient documents into electronic medical record after appointment.
 - Assist patient with completing survey for 3Rivers PHD.
 - Walk patients to the front desk after appointment so they can be properly checked out.
 - Assist Nurse with calling patients to report lab results or to confirm upcoming appointments.
 - Assist patients with filling out applications for Medicaid, Every Woman Matters, State Pap, etc.
 - Assist patients with completing any online forms, with front desk kiosk or with telehealth appointments being held in the clinic.
 - Assist patients with Nebraska Total Care Kiosk once identified as needed.
 - Translate documents and patient instructions as needed.
 - Assist with administrative duties for outreach clinics: VFC, Flu and Covid clinics, etc.

- Demonstrates ability to interact and communicate effectively with patients and colleagues, at various levels, both inside and outside of the organization, often in sensitive situations.
- Professionally represents the organization.
- Responsible for connecting individuals with health programs and providers.
- Collect, maintain and report on community resources.
- Answer phones, greet visitors, and respond appropriately to inquiries.
- Maintain strict confidentiality of sensitive information in accordance to HIPAA regulations.
- Able to work some evenings and weekends when needed.
- Represent 3RPHD in a professional manner when out in the community in a variety of settings.
- Other duties as assigned.

Required Qualifications/ Skills:

- High school diploma or equivalent; minimum 2 years health or human service or closely related degree from accredited college or university strongly preferred.
- Completion of NDHHS health navigator / community health worker certification training within 1 year.
- Proficiency with Microsoft Office particularly Excel and PowerPoint; familiarity with an Electronic Health Record system.
- Ability to operate standard office equipment including but not limited to computers, printers, copiers, scanners, calculators, facsimile machines and telephone systems.
- Valid driver's license and proof of personal driver's insurance required. Ability to utilize own transportation for work purposes.
- Ability to travel within the 3RPHD three county service area. Further distances on occasion.
- Ability to work well with diverse groups in the public sector and demonstrate cultural awareness and sensitivity.
- Bilingual skills: English Spanish for translation and interpretation purposes is required.
- Must be able to pass a language proficiency skills test provided by employer post offer/ pre-employment.

Deadline to Apply: March 4, 2024

Please send cover letter and resume or application to:

Three Rivers Public Health Department

C/O Terra Uhing, Executive Director

2400N Lincoln Avenue

Fremont, NE 68025

terra@3rphd.ne.gov

Three Rivers Public Health Department is an equal opportunity employer (EOE).