



JOB POSTING

Position title: PT Language Services Specialist

The Language Services Specialist will assist the with Language Services functions including scheduling appointments, coordinating interpreters and answering phone calls. Will also provide interpretation services as needed. This is a Part Time, 20 hour per week position. The schedule will be Monday through Friday 10am -2:00 pm. **Bilingual Spanish/English preferred.**

Program: Health Care Access

Degree required and qualifications: This position requires a Bachelor's Degree in Social Services or a health care field from an accredited college or university. Must know how to use computers, perform data entry and use Microsoft Office.

Submit resume and salary requirements to:

Email to hrdept@fcsnashville.org OR

Fax to 615-866-5122 OR

Mail to HR, 1704 Heiman Street, Nashville, TN 37208

Resumes will be accepted until the position is filled.

EOE M/F/D/V