

Date Posted: 06/07/11

**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title: Part-Time Medical Transcriptionist / Translator - Bilingual

Employer/ Agency: InnerWisdom, Inc.

Job Description: InnerWisdom, Inc. is a Partial Hospital/Community Mental Health Center. We provide group therapy for adults with mild to severe & chronic mental illness, including chemical dependency.

This position includes transcribing physicians' notes using dictation equipment directly into our electronic medical record, performing verbal translation from Spanish speaking patients to English speaking physicians, greeting visitors, answering phones.

Qualifications: Applicant must have strong typing skills and must speak Spanish & English fluently.

Salary/Hours: Commensurate with background.
Part-Time, Mon thru Fri
Flexible hours offered, mornings required

Employer/ Agency: InnerWisdom, Inc.
Address: 10777 Stella Link Road
City, State, Zip: Houston, TX 77025

Application Method: Fax resume to (713) 592-9296

Opening Date: Immediate

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@sw.uh.edu with the hiring details of your new job opportunity. Thank you!