

# Exciting Health Care Opportunities

## INTERPRETER COORDINATOR

Full time

### Qualifications:

Grade 12 education or GED required

Certificate/diploma in secretarial business administration or combination of education and experience

2 years experience as an Interpreter and/or working in a health care environment preferred

Proficient in computer skills; Microsoft Office (e.g. Word, Excel, PowerPoint) and data processing software

Excellent communication skills (oral and written in English)

Proficient and Fluent in one or more Sioux Lookout area First Nation languages (Ojibway, Oji-Cree, Swampy Cree)

Demonstrated proficiency in the "interpretive process"

Excellent interpersonal skills with a positive caring approach

Good understanding of cross-cultural issues

Excellent time management skills

Ability to work flexible hours

Ability to communicate in First Nation Syllabics an asset

### Responsibilities:

Provide interpretative service coordination to the Traditional Healing, Medicine, Foods and Support Program (THMFS) of Meno Ya Win Health Centre including Extended Care Unit.

Ensure that 'Patient Centered, Service Oriented and Performance Focused' interpretative service is implemented throughout the Sioux Lookout Meno Ya Win Health Centre.

To ensure interpretative team is providing the optimal patient care and care planning for all patients / clients within Meno Ya Win Health Centre.

Supervise the Interpreter staff by performing such duties as scheduling and coordinating work assignments, conducting performance evaluations, documenting disciplinary issues, and providing input to budgets.

This position is responsible for the development, operation, coordination and quality assurance/ improvement of this function.

This position will also be responsible for coordinating events such as Bimadziwin, Elders Council, Cross Cultural Awareness or other as required.

Report to the Manager of the THMFS.

**Salary:** Commensurate with experience and education.

**Closing Date:** Resume with cover letter must be received in Human Resources by 4:00pm, February 10, 2012

**Submit application to:** Human Resources  
P.O. Box 909, Sioux Lookout, ON, P8T 1B4  
Email: [humanresources@slmhc.on.ca](mailto:humanresources@slmhc.on.ca)  
Fax: (807)737-5138

**Competition No.** TRP 01/12  
Please quote on your application

*Only those candidates selected for an interview will be contacted, we thank all others for their interest. The successful candidate will be required to provide a criminal records check.*



