

RESPONSIBILITIES

1. Provides French language services:

- Interprets and translates French and English written and verbal communication, directly interacting with clients, stakeholders and other agencies as required;
- Reviews and confirms text/documents to ensure the meaning is consistent with the intent and reflects the needs and level of language required by the audience;
- Analyzes and researches terminology and documentary materials in linguistic data bases as required;
- Records terminology findings particular to workers' compensation, Northern culture and the Governments of the Northwest Territories and Nunavut; and
- Remains current with new terminology, linguistic changes, etc.

2. Coordinates all required language services:

- Works with WSCC employees, managers and senior managers to ensure translation services are provided to clients, stakeholder and other agencies;
- Logs and follow ups on request for translation services from contract translators;
- Ensures translation completed by contractors within prescribed formats, standards and time frames;
- Assists the Vice President, Executive Services with Request for Proposal (RFP) process to secure contract translation services;
- Researches, identifies and records individuals, organizations or firms that provide language services other than those contracted to the WSCC;
- Ensures billings reflect translation services provided, coding and copying all original invoices for review and approval by Regional Superintendent; and
- Provides timely and accurate financial and budgetary information by preparing expenditure, commitment and free balance data for the quarterly budget projections and reports on variances to the Vice President, Executive Services, as required.

3. Coordinates and compiles the WSCC's reporting on Official Languages under the *Official Languages Acts*:

- Coordinates, guides and facilitates the implementation of plans and strategies designed to meet the objectives of the Northwest Territories and Nunavut *Official Languages Acts*;
- Ensures the WSCC meets its reporting obligations under the *Official Languages Acts* and federal legislation; and
- In conjunction with Human Resources, ensures the appropriate orientation and training of all WSCC staff respecting their obligations under the *Official Languages Act* and Guidelines.

4. Liaises with the Governments of the Northwest Territories and Nunavut Language Bureaus and Official Language Commissioners, as required:

- Represents the WSCC on intergovernmental language working groups, committees, conferences and workshops; and

- Participates in the meetings of the GNWT French Language Services Coordinator Committee.
- 5. Provides research advice on the provision of language services to the WSCC:**
- Maintains an inventory of language services offered by the territorial and federal governments and other organizations.
- 6. Monitors territorial, regional, local and federal language issues and requirements and ensure compliance with the *Official Languages Acts*:**
- Follows up on any complaints received regarding the WSCC's Official languages communications and services; and
 - Acts as WSCC's resource in interaction and consultation with the Francophone communities.

WORKING CONDITIONS

Working Conditions identify the *unusual and unavoidable*, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.

Physical Demands

As typically associated with an office environment.

Environmental Conditions

As typically associated with an office environment.

Sensory Demands

As typically associated with an office environment.

Mental Demands

In addition to those typically associated with an office environment, the incumbent may experience additional stress due to conflicting opinions and direction from various levels in the organization.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the rules and principles of the translations field;
- Knowledge of official languages legislation; policy and guideline, territorial and federal;
- Advanced oral and written communication skills in both French and English;
- Excellent time-management, organization and problem solving skills;
- Excellent interpersonal skills;
- Awareness of the WSCC and its programs;
- Superior analytical and research skills;
- Ability to assess and constantly evaluate priorities; and
- Ability to work independently and make sound decisions.

- Knowledge of medical terminology is an asset;
- Knowledge of legal translation is an asset;
- Excellent communication ability in French and English, with the ability to speak, read and write in both languages.

Typically, the above qualifications would be attained by:

A degree in Translations and three years of broadly based practical experience in translation services within governmental or non-governmental agencies. The incumbent must speak, read and write in English and French.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required
- X Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applies)

- X French required (must identify required level below)
 Level required for this Designated Position is:
 ORAL EXPRESSION AND COMPREHENSION
 Basic (B) Intermediate (I) Advanced (A) X
- READING COMPREHENSION:
 Basic (B) Intermediate (I) Advanced (A) X
- WRITING SKILLS:
 Basic (B) Intermediate (I) Advanced (A) X
- French preferred

CERTIFICATION

Title: Translations/Official Languages Coordinator

Position Number(s): 97-9905

<hr/> <p>Employee Signature</p> <hr/> <p>Printed Name</p> <hr/> <p>Date</p> <p><i>I certify that I have read and understand the responsibilities assigned to this position.</i></p>	<hr/> <p>Supervisor Signature</p> <hr/> <p>Printed Name</p> <hr/> <p>Date</p> <p><i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i></p>
<hr/> <p>Senior Manager</p> <hr/> <p>President & CEO</p> <p><i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i></p> <hr/>	<hr/> <p>Date</p> <hr/> <p>Date</p>
<p>The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.</p>	

Reviewed by Human Resources: _____