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Building *Nunavut* Together
Nunavut Iluqatigiingniq
Bâtir le *Nunavut* ensemble

GOVERNMENT OF NUNAVUT EMPLOYMENT OPPORTUNITY

Title: Medical Clerk Interpreter
Department: Health
Community: Iqaluit
Reference Number: 10-505552
Type of Employment: Indeterminate

Salary: \$71,460 per annum for 42 hour per week shift schedule
Northern Allowance: \$15,016.00 per annum
Union Status: Nunavut Employees Union
Housing: Subsidized Staff Housing is Available
Closing date: August 23rd, 2019 @ 12:00AM EST

This is a Highly Sensitive Position and a satisfactory Criminal Record Check, along with a clear Vulnerable Sector Check is required.

As per HRM Directive 518, this employment opportunity is restricted to Nunavut Inuit.

Reporting to the Nurse Manager, Inpatient Care on a shift work schedule, the Medical Clerk Interpreter will provide Inuktitut and English translation (written and oral) between patients, medical and nursing staff, laboratory and radiology technicians, pharmacy staff, physiotherapists, other staff of the hospital, patient relatives, and visitors. The Medical Clerk Interpreter will provide general assistance in clinical and patient areas and perform clerical and administrative duties as required.

The incumbent will assist medical and nursing staff in the care of patients by making rounds with nursing staff, be alert to and ensuring patient safety and delivering specimen/requisitions to lab/x-ray as needed. It is the Medical Clerk Interpreter's responsibility to explain medications to patients and to write instructions to patients in syllabics as required. Additionally, you will stay at desk during Nursing Report time and as directed by nursing staff, to answer phones and patient bed calls.

The knowledge, skills and abilities required for this job are usually obtained through completion of high school diploma along with Medical Terminology courses (Module 1-5). The incumbent must have good working knowledge of medical terminology in complex hospital settings working with multiple specialties as well as strong verbal and written English and Inuktitut communication skills. First aid/CPR and office experience will be considered as an asset.

The Official Languages of Nunavut are Inuktitut, Inuinnaqtun, English and French. Fluency in more than one of Nunavut's official language is required. Knowledge of Inuit language, communities, culture, land and Inuit Qaujimagatuqangit is an asset.

Equivalencies that consist of an acceptable combination of education and experience may be considered.

An eligibility list may be created to fill future vacancies.

If you are interested in applying for this job, please email your cover letter and resume to GNHR@gov.nu.ca. Please include the REFERENCE # in the subject line of your email.

- The Government of Nunavut is committed to creating a more representative workforce so it can better understand and serve the needs of Nunavummiut. Priority will be given to Nunavut Inuit. Candidates must clearly identify their eligibility in order to receive priority consideration under the Nunavut Priority Hiring Policy.
- Employment in some positions requires an acceptable criminal record check. Possession of a criminal record will not necessarily disqualify candidates from further consideration.
- Applicants may submit their resume in the Official Language of their choice.
- Eligibility list may be created to fill future vacancies.
- Job descriptions may be obtained by fax, email or on the website.
- Only those candidates selected for an interview will be contacted.

CONTACT:

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