

**JOB VACANCY**

**REFERENCE#:** 20-OPSEU4106 IPS -34461

**Title:** IPS Worker/Interpreter

**Department:** Ininew Patient Services

**Position:** 50064912

**Hours of Work:** Full-Time Position; Rotating Shifts

**Pay Band:** \$29.04-\$29.79 per hour

**Union:** OPSEU4106 IPS

**Location:** Hotel Dieu Hospital Site

**DESCRIPTION:**

To provide translation/interpretation services and basic social services to Mushkegowuk patients and family members as an interdisciplinary team member in the Kingston Health Sciences Centre, Providence Care and Kingston based health services. To fulfill these duties and responsibilities in a manner that respects the culture of Mushkegowuk patients and families.

**PRIMARY RESPONSIBILITIES:**

- Provide accurate translation/interpretation services.
- Provide patient support, visit inpatients daily, provide basic counselling services, and accompany outpatients to appointments, test and procedures.
- Maintain accurate reports.
- Act in an advocacy role and provide staff education when required.
- Provide an orientation to the patient and family members.
- Assist hospital staff with admission, treatment and discharge planning of patients.
- Assist in office administrative tasks.
- Escort patients to and from the airport as required.
- Provide on-call response for language and patient emergencies.

**BASIC QUALIFICATIONS:**

- Two year college diploma and/or equivalent in education and work experience.
- Fluency in Mushkegowuk Cree dialects
- Medical Terminology course and/or equivalent in education and work experience
- 1-3 years in related experience
- Proven good attendance.
- Successful criminal background check with vulnerable sector search.

**DESIRABLE QUALIFICATIONS:**

- Excellent oral and good written communication skills
- Ability to work independently and as part of a team
- Good attention to detail
- Basic computer skills

**PHYSICAL REQUIREMENTS:**

The applicant must meet the physical demands of this position.

**You may submit your cover letter and resume by email to: [internalpostings@kingstonhsc.ca](mailto:internalpostings@kingstonhsc.ca)  
Or by Fax to IPS Fax number 613-544-0497**

**Please contact Sarah Butler, Manager, Ininew Patient Services if you have questions  
or require more information at 613-544-3400 x3072**

*We thank all applicants, but only those selected for an interview will be contacted. Kingston Health Sciences Centre is committed to inclusive and accessible employment practices.  
If you require an accommodation to fully participate in the hiring process, please notify the Recruitment Team*