

·Áσ·VdÁpéú ƒ"ŕŕ>Ápéú ∇ ǎ·CŁ·Ć° (Ápéú ǎŕŕ)
Grand Council of the Crees (Eeyou Istchee)
Grand Conseil des Cris (Eeyou Istchee)

Ápéú ňVŕŕŕŕŕŕ
Cree Nation Government
Gouvernement de la Nation Crie

Job Posting

Career Opportunity: Translator

Department: Justice and Correctional Services

Status: Permanent

Salary Grade 5: (Min. \$56,158.00 – Max. \$84,237.00)

Location: TBD – Coastal Community

Core Functions

The Translator is responsible for translation of documents in and from the Cree language for the Department. Working with the Cree Glossary of Legal Terms, he/she will promote of Cree terminology related to courts, corrections, youth protection, healing and other related fields. Also, he/she will assist in the review of forms, procedures and processes within the justice and corrections systems.

Functional Responsibilities

- Collaborate with the Cree Commissioner of Languages to promote the proper use of Cree language in courts and corrections system.
- Work with partner government agencies and entities to further identify and expand on the body of Cree translations of words, concepts and processes.
- Work with the Cree School Board and other entities in the promotion of Cree Justice terminology.
- Assist in the development of workshops for court interpreters, partner organizations and communities on Cree terminology in the courts.
- Ensure the accuracy of Cree language used during all forms of communication as well as on promotional items and pamphlets for the Department.
- Review the Cree used for radio, video, print and social media for promotion of services, key issues, awareness campaigns or other related messages produced by the Department.
- Assist when called upon, to interpret in meetings, hearings or other related events involving the Department or its clients.
- Translate documents produced by the Department or partners related to Justice into the Cree language.
- Collaborate with Cree court interpreters to ensure that the Cree Glossary of Legal Terms is used to provide the best understanding of processes and concepts used in courts and corrections system.
- Coach staff internally with their competencies in Cree language.

Administrative Responsibilities

- Complete reports and presentation documents as prescribed by the Coordinator.
- Perform other related tasks as requested by the Director of Justice and Correctional Services.
- Assess the needs of the Department and partners in Justice in relation to the use of Cree



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language.

- Work with the Coordinator of Knowledge Mobilization on planning each year to identify documents and areas where translation is needed.
- Provide annual reports to the Coordinator on the use of Cree language, and areas we can improve on in Justice and Corrections.
- Review all documents sent to the Department for verification of quality of translation from governments and external entities.
- Review reports and other documents produced by the Department to ensure the competency of translations, and adaptations for different Cree dialects.

Other Responsibilities

- Maintain up-to-date knowledge and skills in area(s) of responsibility.
- Perform other duties as required.

Education

- College degree in languages, linguistics, or a related field.

Experience

- Three to five years of relevant work experience in translation or working with the Cree language.

Language

- Fluency in Cree
- Fluency in English.
- Fluency in French is an asset.

Knowledge and Abilities

- Good command of the Cree language and dialects.
- Proven ability to communicate effectively.
- Strong organization skills and the ability to coordinate multiple projects.
- Strong attention to detail and accuracy.
- Demonstrated ability to multi-task and to adapt to a changing environment.
- Demonstrated ability to work under pressure and to adapt to a changing environment

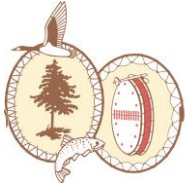
Additional Requirements

- Typical office setting where there are no unusual physical demands.
- Willingness to travel occasionally.
- Must undergo a background check.

The Cree Nation Government may, at its discretion, waive any or all of the aforementioned requirements if a suitable candidate who is a JBNQA beneficiary accepts to follow a training plan determined by the Cree Nation Government as a condition of employment.

Application Period

From January 17, 2020 to February 3, 2020



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Application

Your application must be sent by email with the competition number: **JCSD-200105-1**

Valerie Mianscum
Recruitment Officer
Email: hr@cngov.ca
Tel.: 819-673-2600