

## Job Title: Senior Translator

Competition #	9495
Job Title	Senior Translator
Department	Communications, Brand and Public Affairs
Status	Permanent
Work Type	Full-time
Affiliation	Non Union
Shift Assignment	As assigned
Bilingualism Required	Yes
Police Check Requirement	N/A
Site	Sudbury Outpatient Centre- Non Union Non Management
Salary Information	\$37.55 - \$44.17/hour
Application Closing Date	Posted Until Filled

## Join Northeastern Ontario's Health Care Leaders!

*Health Sciences North is an organization dedicated to being patient and family focused, digitally enabled, and socially accountable, while supporting and developing our people and advancing our academic and research impact for Northeastern Ontario. We pride ourselves on being a learning hospital, providing professional development opportunities for our staff.*

Are you a passionate, bilingual professional ready to make a meaningful impact on Ontario's healthcare system? If yes, this job is for you! Health Sciences North (HSN) is seeking an innovative Senior Translator to join our team to play a pivotal role in advancing French Language Services (FLS) under the FLS Act, ensuring equitable access to care for Francophone communities across the region. Reporting to the Strategic Internal Communications Lead, you will lead and coordinate high-quality English-to-French translations, collaborate with health care partners and the Ministry of Health, manage external translation resources, and drive continuous improvement aligned with our strategic goals. This role offers flexible remote work options, providing the opportunity to contribute meaningfully from wherever you work best, while staying closely connected to a collaborative and mission-driven team. This is an exciting opportunity for a skilled translator with expertise in medical terminology, strong analytical and organizational abilities, and a commitment to excellence and service. If you thrive in a dynamic environment where precision, professionalism, and purpose matter, we invite you to bring your expertise to a role where your words truly make a difference.

The ideal candidate will have a minimum of a three (3) year Bachelor's Degree in Translation, from an accredited university. We are looking for someone with a minimum of three (3) years' experience providing translations and revisions from English to French, preferably related to health care services in Ontario.

### DEPARTMENT OVERVIEW

The Regional Translation Office is embedded as part of the Communications Brand and Public Affairs Team at HSN, and supports translation services for healthcare agencies across Northeastern Ontario.

If you enjoy working in a fast-paced, team environment and are looking for a rewarding career opportunity, you are encouraged to view the full job description on the HSN Careers Website.

At HSN, we prioritize the physical, mental and psychological wellbeing of all our people through a variety of initiatives, aimed at creating a safe, supportive and engaging workplace. Our organization has been recognized by Excellence Canada and designated a Healthy Workplace for our endeavours in actively promoting health and well-being. We offer corporate programming and various resources to support the wellbeing of our people. We host multiple recognition and appreciation events and celebrations throughout

the year, fostering a sense of pride and community. We pride ourselves on recognizing our dedicated team members through Years of Service Celebrations and Excellence in Action Awards, celebrating outstanding contributions from across the organization. Leadership development training is available to staff as well as an education fund, ensuring our people are our number one asset.

HSN provides support through our Employee and Family Assistance Program (EFAP), which is available for all HSN staff and family members regardless of status, position, affiliation, etc.

### **HSN INCENTIVES**

We offer a competitive salary and vacation, extended health and dental benefits, and relocation allowance to assist with moving expenses.

We are proud to participate in the [Healthcare of Ontario Pension Plan \(HOOPP\)](#), offering our valued employees the security and peace of mind that comes with a defined benefit pension plan. We understand the importance of

financial well-being and believe that a strong pension, like HOOPP, recognizes our employees and provides a stable foundation for their future as part of the overall compensation package. HOOPP is also a multi-employer pension plan, meaning it can be transferred between many organizations in the province. Join us and start building a future you can look forward to. For every dollar an employee contributes to HOOPP, the employer (HSN) contributes \$1.26, meaning the plan is 55% funded by the employer, and 45% funded by the employee.

**All employees are eligible to join immediately upon hire.**

HSN is a proud participant in the **Rural Community Immigration Pilot and the Francophone Community Immigration Pilot Programs**. The Rural and Northern Immigration Pilot (RCIP) and Francophone Community Immigration Pilot (FCIP) offer a unique pathway to permanent residence for international workers looking to build a future in Greater Sudbury and surrounding communities. These programs are designed to address key labour shortages while helping skilled individuals and families settle long-term in welcoming, opportunity-rich regions of Northern Ontario. More information regarding this program can be found [here](#) or on the Sudbury site [here](#).

Interested applicants are asked to apply directly to requisition # 9495 on the HSN Careers Website at <https://careers.hsnsudbury.ca/>. The posting will remain active until filled however the search committee will begin reviewing applicants in May.

### **About Sudbury**

“Sudbury is a dynamic city that embraces growth and values its residents. With a population of over 166,000 and a regional reach of nearly half a million people within a 160 km radius, Sudbury offers a vibrant community and ample opportunities for personal and professional development. Whether you're considering a move or already planning to relocate, we are committed to supporting you every step of the way. Our strategic location, robust industrial sector, and talented workforce make Sudbury the perfect place to establish and expand your career. Discover a city that welcomes newcomers with open arms and provides a supportive environment for your success.” For more information regarding our beautiful city or for finding your dream home, rentals or short-term accommodation please visit the following websites; [Newcomers to Sudbury](#) and [Find your dream home](#)

### **KEY FUNCTION:**

Ensure translation services from English to French to regional health care service providers for the provision of French Language Services (FLS) under the FLS Act and as part of the Regional Translation Network funded by the Ontario Ministry of Health.

### **REPORTING:**

Under the general direction of the Strategic Internal Communications Lead, Communications, Brand and Public Affairs.

### **DUTIES:**

1. Establish and/or negotiate appropriate deadlines for translation of documents deemed eligible.
2. Process requests by translating or outsourcing to qualified independent translators.

3. Review documents to ensure quality of translation by independent translators.
4. Translate a variety of documents from English to French intended for the general public.
5. Establish, maintain, and update lexicons of official terminology related to health care service providers.
6. Keep a record of monies spent on external translation services within budget.
7. Produce regular reports on translation activities and value for health care service clients and the Ministry of Health.
8. Develop annual plan where objectives and metrics are defined for meeting health care service client needs.
9. Liaise with health care agencies.
10. Provide guidance to the Administrative Secretary as required.
11. Determine and align improvement projects with HSN's Strategic Plan; monitor and adjust to achieve goal outcomes.
12. Participate in education and training specific to current, relevant federal and provincial health and safety legislation, standards and guidelines.
13. Educate and promote health, safety and wellness in the work place.
14. Represent the department or program on various committees and in meetings as required.
15. Perform other duties as required.

## **QUALIFICATIONS**

### **EDUCATION AND TRAINING:**

1. Minimum of a three (3) year Bachelor's Degree in Translation, from an accredited university.
2. Ministry of Labour "Worker Health and Safety Awareness in 4 Steps" training certificate is required.

### **EXPERIENCE:**

1. Minimum of three (3) years' experience providing translations and revisions from English to French, preferably related to health care services in Ontario.

### **KNOWLEDGE/SKILLS/ABILITIES:**

1. Demonstrated knowledge of *FLS Act*.
2. Demonstrated knowledge of Ontario's health care system and related terminology is preferred.
3. Demonstrated experience with translation memory software (i.e. LogiTerm).
4. Demonstrated organizational skills.
5. Demonstrated excellent presentation skills.
6. Demonstrated knowledge of Medical Terminology.
7. Demonstrated time management and problem-solving skills.
8. Demonstrated excellent judgment and proven analytical skills.
9. Demonstrated training, experience or utilization of quality improvement methodology for process improvement.
10. Demonstrated ability to independently identify issues, plan improvements, measure success and continue improvement.
11. Demonstrated excellent computer skills with proficiency in Microsoft Office software (e.g. Word, Excel, Power Point and Outlook).
12. Demonstrated superior interpersonal and communication skills, both written and verbal.
13. Demonstrated ability to manage routine correspondence, multiple tasks/projects, diversified workload and rapidly changing priorities and challenging deadlines.
14. Demonstrated discretion and maturity when handling confidential information.
15. Demonstrated commitment to the safety of co-workers and patients.

### **PERSONAL SUITABILITY:**

1. Proven ability to work independently and in a team environment.
2. Demonstrated commitment to ongoing professional development.
3. Demonstrated professionalism in dealing with confidential and sensitive issues.
4. Demonstrated positive work record and excellent attendance record.

5. Ability to meet the physical and sensory demands of the job.

**OTHER:**

1. Bilingualism is required.

Selection Process: Candidates will be selected for this position on the basis of their skill, ability, experience and qualifications as identified in the resume and completed Application Form submitted. The Hospital reserves the right to conduct a formal interview where required. This posting is for an existing vacancy.

Health Sciences North is committed to providing accommodations to applicants with disabilities to enable their participation in the recruitment, assessment, selection and hiring stages of employment.

HSN THANKS ALL APPLICANTS.  
ONLY THOSE SELECTED FOR INTERVIEWS WILL BE CONTACTED.  
WE WILL NOT ACCEPT APPLICATIONS AFTER THE CLOSING DATE AND TIME.