



IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Career Development Officer	
Position Number(s)	Community(s)	Division/Region(s)
71-3910	Inuvik	Inuvik

PURPOSE OF THE POSITION

Deliver and promote career development, employment and training programs and services that maximize employment and education opportunities of clients within designated Region. Programs and services are delivered in accordance with Government of the Northwest Territories legislation departmental policies, program guidelines, and the departmental directive for career development.

SCOPE

The incumbent will coordinate, monitor, develop and implement Career and Employment Development programs and services to ensure the delivery of appropriate, quality, cost effective programs and services to residents of the Beaufort Delta region.

The incumbent reports to the Regional Manager, Career Development. The incumbent may have commitment authority up to \$20 K as outlined in individual program guidelines and policies and may negotiate commitments and contributions in excess of \$20 K per client.

RESPONSIBILITIES

1. Administer and deliver a broad range of cultural and career and employment development programs including, but not limited to Labour Market Agreement, Labour Market Development Agreement, Targeted Initiative for Older Workers, Northwest Territories Nominee Programs, Apprenticeship and Occupational Certification, Schools North Apprenticeship Program, Wage Subsidy Programs (Apprenticeship Training on the Job), Oral Traditions and Cultural Enhancement Programs, Literacy Programs, Individual Skills Enhancement, and Employment Insurance Benefits and Measures (Self Employment, Building Essential Skills,

Training on the Job, Youth Employment, Employment Assistance Services and Local Labour Market Partnerships).

- Administer and deliver Departmental programs and services (see above) under guidelines and legislation.
- Promote programs and services to community groups, industry, employers, students, apprentices and potential apprenticeship candidates.
- Negotiate, monitor and evaluate proposals, program (service) contracts and contribution agreements, ensuring relevant documentation is included.
- Assist with the development of training plans and, if requested, selection of trainees.
- Provide guidance and advice on training techniques to trainees and supervisors.
- In cooperation with regional stakeholders, participate in planning and coordination of regional initiatives in accordance with GNWT legislation, and departmental policies.
- Deliver and administer grants and contribution programs to support community-based language, literacy, cultural, social, educational, and employment related initiatives.
- Provide advice and/or assistance on program legislation, policy and guidelines when required and keep employers/contractors/clients apprised of changes;
- Monitor client training to ensure employers and clients are adhering to requirements.
- Coordinate and deliver the Labour Market Development Agreement employment programs and services based on the goals of the active employment measures outlined in Employment Insurance Legislation. These measures include, but not limited to, career assessments, employment and career counseling; and educational training and employment programs.
- Deliver employment services functions which include; services that determine the level of employment support that clients require to secure work (referred to as service needs determination), employment counseling and job placement services.

2. Provide career and employment development services to clients.

- Provide employment and career counseling by reviewing client histories, goals and assessing employment needs.
- Assist clients to develop career and education plans and strategies for meeting their goals.
- Assist clients to utilize other agencies, institutions, support groups and use of labour market information.
- Provide comprehensive case management services to clients for assessment, evaluation and follow-up.
- Assist clients with career planning, job search, and job maintenance skills.
- Provide group career counseling and individual counseling to clients.
- Participate in needs determination assessments and diagnostic assessments.
- Prepare and deliver group workshops.
- Develop and deliver information sessions to clients on a variety of departmental services and programs.

- Provide as/when requested, labour market information to communities, organizations and private/public sector.

3. Participate and contribute to the ongoing effectiveness of regional / community programs (regional partnerships / community learning networks).

- Promote Departmental programs and services to community groups.
- Develop and deliver information sessions on departmental programs to community groups, schools and organizations on occupational choices, resume writing, job search, etc.
- Build and foster effective relationships with key community partners to ensure coordination of programs and services.
- Support strategic planning for labour market development at the community level
- Coordinate career development opportunities for clients in alignment with community labour market needs.
- Build and foster partnerships working toward common labour market goals.
- Provide support to community partners to create and implement labour force adjustment initiatives and human resource strategies to address local labour market needs.
- Discuss employment and career development with community groups, government departments and organizations assisting in the identification and referral to potential businesses and funding opportunities.

4. Promote and participate in Service Centre activities and programs.

- Plan and participate in special events such as career fairs, career week, literacy week, apprenticeship and occupational certification week, regional conferences and workshops.
- Prepare and deliver workshops on topics, such as career planning, education planning, job search, resume writing, interview techniques, personality assessments, etc.
- Distribute career and labour market information to schools, colleges, agencies, employers and the general public.
- Assists clients with access to self-directed tools such as career resource library and computers.

5. Administer program information and budgets.

- Manage and control financial and informational aspects of programs within guidelines and policies and following contract requirements.
- Participate in the preparation and review of monthly variance reports on program budgets as required.
- Provide support for annual program budgets as appropriate to staff and contractors.
- Provide monthly financial statements and narrative reports to the Regional Superintendent or designate of Education, Culture and Employment as required.

- Enter complete program and client information into the Case Management & Administration System (CMAS).
 - Prepare and submit reports to the Regional Superintendent or designate.
- 6. Contribute to the growth and effectiveness of the regional ECE team.**
- Develop and monitor annual work plans based on regional priorities and in concert with other staff activities.
 - Contribute to the development of territorial tools and resources and the success of regional program committees.
 - Adhere to code of ethics and demonstrate professional attributes to ensure integrity, honesty, objectivity and confidentiality of services.
 - Demonstrate a commitment to professional development in order to stay current in practice and to role model values of career development to others.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and understanding of the Certification processes (i.e. trades, apprentices and occupations candidates);
- Knowledge in career development, human resources and adult learning theory and practices;
- Knowledge of current training and employment trends including: GNWT strategic directions; Departmental goals and objectives; strategic goals and direction of local College, Aboriginal groups, and partner departments; and current labour market trends as required;
- Financial knowledge to ensure that the requirements of the Financial Administration Act, Financial Administration Directives, associated procedures and schedules related to processing of financial documents are followed;
- Ability to foster effective relationships with community groups;
- Ability to monitor contracts and contribution agreements, and provide on-going counseling to clients and employers;
- Excellent interpersonal skills, verbal and written communication skills, listening skills and the ability to present views and ideas in a clear and concise manner;
- Ability to develop, deliver, assess, monitor and evaluate training programs, workshops and presentations;
- Ability to provide effective employment and career counseling to students, trainees, apprentices, employers, non-government organizations and members of the public;
- Ability to plan and prioritize projects, to work with others in accomplishing assigned work objectives, to deal tactfully with others, to exercise sound judgment and to adjust to varying or changing situations to meet emerging or changing program requirements;
- Effective analytical, interpretative, evaluation and investigative skills;
- Ability to prepare, monitor and maintain program budgets; and

- The ability to effectively utilize computer systems and tools specifically word-processing (Microsoft Word), presentations (PowerPoint), spreadsheet (Excel), CMAS and communications (e-mail).

Typically, the above qualifications would be attained by:

Education

- a bachelor's degree in a related discipline such as: social sciences, human resources, counseling, education or psychology; or
- Journey Certification in a Designated Trade; or
- Diploma in Career Development;

And

Experience

- Minimum of two years relevant experience in career development or mentorship role in a service oriented environment.

Assets

- Two years experience in a trade.

WORKING CONDITIONS

Physical Demands

	<u>Frequency</u>	<u>Duration</u>	<u>Intensity</u>
• Sitting at computer:	Daily	2-4 hours	Medium
• Interviewing Clients:	Daily	1-2 hours	Low
• Lifting materials	Occasionally		Low
• Standing – Presentations	Monthly	2-3 hours	Low

Environmental Conditions

The incumbent is required to travel via small aircraft and automobile to communities within the region to deliver workshops and attend meetings at a community level. This form of travel can often be hazardous and uncomfortable as it may occur during extreme weather conditions including blizzards and low temperatures (-40 degrees).

Frequency: Weekly Duration: 3 - 6 hours Intensity Low

Sensory Demands

There is need for the incumbent to concentrate in order to discern issues at hand in the course of duties to be able to respond to crisis and pressing situations.

Frequency: Daily Duration 2-3 hours Intensity: Low

Interruptions from co-workers, clients, and phone calls.

Duration: Daily Intensity: Low

Mental Demands

The incumbent works in an environment where there are high public expectations, diverse client needs, and numerous program responsibilities that require constant attention and action.

Frequency: Daily Duration: 2-3 hours Intensity: Low

Pressure to meet deadlines and provide quality client services places considerable mental fatigue on the incumbent.

Frequency: Daily Duration: 2-3 hours Intensity: Low

Dealing effectively with difficult or agitated clients can cause stress.

Frequency: Occasionally Intensity: Low

Disruption of personal life caused by travel requirements.

Frequency: Monthly Intensity: Low.

ADDITIONAL REQUIREMENTS

Position Security (check one)

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

Valid Class 5 Drivers License (check one)

- Not Required
- Required