



IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Intern, Immigration Officer	
Position Number	Community	Division/Region
71-14865	Yellowknife	Labour Development and Standards / HQ

PURPOSE OF THE POSITION

The Intern, Immigration Officer assists by providing support in the delivery of a range of immigration and related programs and services including the Northwest Territories Nominee Program, a critical component of the Northwest Territories' (GNWT) immigration activities and the Department of Education, Culture and Employment's (ECE) objective to attract and retain new workers into the Northwest Territories (NWT) to help offset labour and skills shortages.

SCOPE

The Intern, Immigration Officer is based in Yellowknife and reports to the Manager, Labour Market Programs (LMP).

The NWT Nominee Program (NTNP) is delivered in cooperation with Immigration, Refugees and Citizenship Canada (IRCC). The incumbent works collaboratively with the Coordinators, LMP to ensure the effective delivery of services, systems, policies and procedures provided in support of the unit's mandate. The incumbent's contribution impacts on the quality of service and program decisions, which in turn influence the effectiveness and credibility of ECE.

Immigration and its programs and policies are developed to support the requirements and goals of the GNWT and ECE. The provision of Immigration program support services has a significant impact on clients, foreign nationals and employers.

The position deals with sensitive cross-cultural situations with many different expectations from stakeholders.

There is a daily requirement to manage deadlines, changing work priorities, multiple demands, and problems, and unpredictable workloads.



From time to time, the incumbent may be required to travel to communities within the NWT, which may be via small aircraft and automobile, for meetings, workshops/presentations, or to locations outside the NWT for meetings/workshops/etc.

RESPONSIBILITIES

1. Assess and process applications for the nomination of economic immigrants under the NTNP, under supervisory review.

- Perform various administrative duties including, booking and organizing travel for senior staff, organizing immigration meetings, organizing and managing files including managing the intake process and database, tracking progress, preparing applications for assessment, preparing correspondence, and maintaining confidentiality.
- Review, assess and recommend decisions for territorial nominee applications to senior staff.
- Verify credentials of nominee applicants by exchanging information with applicants, employers, education institutions, licensing bodies and professional associations, internationally and within Canada.
- Verify job offers from employers to ensure they are bona fide and meet program objectives and guidelines.
- Meet with nominee applicants to discuss their applications.
- Make recommendations of approval to the Manager for employer applications that meet established criteria.
- Prepare appeal packages on the Departmental review and decision.

2. Participate in the development and implementation of appropriate programs to support foreign workers.

- Research and draft policy and background support documents and liaise with representatives of other governments to obtain information on policy issues and individual cases and prepare correspondence for senior management.
- Support and participate in research, evaluation of program components to ensure that immigration programs produce desired results to address the NWT's labour demands as well as, meet ECE's, GNWT's and Government of Canada's targets and objectives.
- Participate in the development, monitoring, evaluation, revisions and delivery of policy and procedures for the NTNP (e.g.: policy and procedures manual, application forms, form letters and program criteria.
- Draft briefing notes and other sessional documents.

3. Participate in federal/provincial/territorial working groups on economic issues related to immigration and settlement services.

- Prepare, for supervisory review, briefing materials for federal/provincial/territorial meetings including binders and e-binders.



WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of and/or the ability to acquire knowledge of the *Immigration and Refugee Protection Act* and its regulations, the Canada- Northwest Territories Agreement on Territorial Nominees, Immigration and related programs and services within the NWT.
- Knowledge of and/or the ability to acquire and apply knowledge of GNWT policies, directives, procedures, guidelines, etc., that affect the immigration, settlement and integration and related programs and services program development, delivery, and monitoring.
- Ability to acquire knowledge and understanding of the vision, mandate, organization, and strategic direction of ECE within an economic and social context.
- Ability to acquire information to augment understanding of the political, socio-economic, cultural, historical, and demographic factors surrounding ECE immigration policies.
- Ability to acquire and apply skills in case management, assessment, interviewing techniques and program compliance.
- Ability to manage a high-volume environment.
- Research, program development and analytical skills.
- Written and verbal communication skills.
- Client service skills.
- Planning, organization and time management skills.
- Computer skills including Microsoft Office and the ability to learn and use program-specific software programs.
- Ability to work in a multicultural environment.
- Interpersonal skills and the ability to work in a team environment.

- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

Diploma in Social Science, Public Administration, International Relations or a related field.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security

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

French language (check one if applicable)

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

- ☒ French preferred

Indigenous language: Indigenous Language - Not Specified

- ☐ Required
- ☒ Preferred