



IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Career Development Navigator	
Position Number	Community	Division/Region
71-3954	Hay River	South Slave

PURPOSE OF THE POSITION

The Career Development Navigator promotes and delivers career development, labour market, employment, and training programs and services that maximize employment and education opportunities. Programs and services are delivered in accordance with Government of the Northwest Territories (GNWT) legislation, departmental policies, program guidelines, and the departmental directive for career development to ensure accountability and results.

This position also serves as the regional frontline representative for the Apprenticeship, Trade and Occupation Certification program, ensuring seamless access to certification pathways, technical training, and trades-related funding for apprentices and employers.

SCOPE

Located in Hay River, the Career Development Navigator (CDN) reports to the Regional Manager, Career Development, and will coordinate, monitor, develop and implement Labour Market and Career and Employment Development programs and services to ensure the delivery of appropriate, quality, cost effective programs and services to residents of the Region.

The CDN administers a portfolio of contribution agreements and contracts that influence strategic labour market outcomes in the Region. The incumbent may have expenditure authority up to \$25K as outlined as individual program guidelines and policies and may confirm commitments and contributions in excess of \$25K per client. The position also has Revenue authorities up to \$25K.

The CDN represents the department in delivering aspects of the Apprenticeship, Trade and Occupation Certification (ATOC) program in the region, engaging with apprentices, journeypersons, and employers to support the implementation of the *Apprenticeship, Trade and*



Occupation Certification Act, Apprenticeship and Trade Certification Regulations, and certification standards, often adapting to changing labour needs and policy updates in real-time.

The duties of this position are carried out in accordance with the *Financial Administration Act*, Government Contract Regulations, and GNWT policies such as the Business Incentive Policy, Canada-NWT Agreements, Departmental policies, directives and procedures.

RESPONSIBILITIES

1. Deliver general program services, including administration of program funds.

- Administer and deliver Department programs and services under guidelines and legislation.
- Implement, monitor and evaluate proposals, program (service) contracts and contribution agreements, ensuring relevant documentation is included.
- Assist applicant organizations with the development of training plans, and if requested, selection of trainees
- In collaboration 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, educational, and employment related initiatives.
- In accordance with legislation, apply relevant regulations and program guidelines, including those tied to Employment Insurance and GNWT mandates.
- Coordinate and deliver skills, development, training and employment programs and services via a suite of career and employment development programs and the Schools North Apprenticeship Program for students.
- Assess and either approve or reject funding proposals, ensuring compliance with established financial accountability procedures.
- Prepare and submit reports to the Regional Manager or designate.

2. Apprenticeship Program delivery.

- Assist clients with registering into the Northwest Territories Apprenticeship Program.
- Monitor apprenticeship and employer compliance under the *Apprenticeship, Trade and Occupation Certification Act*, Regulations, and Apprenticeship Procedures Manual.
- Submit technical training requests, certificate replacements, and manage associated payments.
- Conduct site visits to monitor apprentice progress and support employer engagement.
- Administer Canadian Adult Education Credential, trade entrance, progressive level, and qualification exams including scheduling, invigilation, and accommodations.



- Provide front-line information related to the *Apprenticeship, Trade and Occupation Certification Act*, and guidance with respect to regulations and procedures for clients and employers.
- Promote and support participation in Schools North Apprenticeship Program.
- Coordinate and promote access to trade-related educational supports.
- Support program compliance and stakeholder outcomes.
- Assist employers with applications for the Trades and Occupation Wage Subsidy Program.
- Assist clients with planning for technical training to meet their apprenticeship goals.

3. Provide group and individual career and employment case management to individuals facing labour-market barriers, from intake through retention.

- Establish informed consent and confidentiality and provide comprehensive career case management services to clients, including assessment, evaluation, and follow-up.
- Develop individualized employment plans by reviewing client histories, goals and assessing employment needs, including job research, education plans, and job maintenance skills.
- Deliver job-readiness services, referrals, and employer engagement, documenting all actions.
- Assist clients to utilize other agencies, institutions, support groups and use of labour market information.
- Monitor progress, maintain accurate case notes and adjust plans where warranted.
- Monitor client training to ensure employers and clients are adhering to requirements.

4. Promote and support community and employer engagement.

- Promote programs and services through targeted outreach to employers, Indigenous governments, and community partners.
- Build collaborative relationships to support local labour market development and community strategic workforce planning.
- Plan and participate in special events such as career fairs, career week, literacy week, Skilled Trades and Technology week, regional conferences and workshops.
- Prepare and deliver workshops on topics such as career planning, education planning, and job search, resume writing, interview techniques, personality assessments, etc.
- Distribute career and labour market information to schools, colleges, agencies, employers and the general public.
- Discuss employment and career development with community groups, government departments and organizations assisting in the identification and referral to potential businesses and funding opportunities.
- Provide guidance and advice on training techniques to trainees and supervisors.
- Coordinate career development opportunities for clients in alignment with community labour market needs.



5. Responsible for individual work planning and reporting within the unit's overall operations, and contributing to the development of territorial tools and resources.

- Develop and monitor annual work plans based on regional priorities and in concert with other staff activities.
- Complete Target, Referral, Feedback monthly reporting and other reporting as required.
- Contribute to the development of territorial tools and resources and the success of regional program committees.
- Adhere to the 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.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

When occasionally visiting industrial worksites such as construction sites, camps and garages, the job holder may be exposed to a variety of smells and noises, and will be required to follow safety protocols, including the use of appropriate personal protective equipment.

Sensory Demands

No unusual demands.

Mental Demands

The incumbent may be required to travel occasionally outside their home community via small aircraft and/or automobile to deliver workshops and attend meetings.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of and/or the ability to acquire knowledge of career development and adult learning theories and practices, as well as employment services principles, labour market trends and job search strategies.
- Ability to acquire knowledge of current training and employment trends including: GNWT strategic directions; Departmental goals and objectives; strategic goals and direction of local College, Indigenous groups, and partner departments; and current labour market trends.
- Understanding of Indigenous employment challenges and community-based workforce development.



- Knowledge of and/or the ability to acquire and apply knowledge of the Apprenticeship, Trade and Occupation Certification (ATOC) program including program eligibility, funding mechanisms, certification pathways, and trades-related competencies and regulatory frameworks.
- Ability to acquire 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 build effective working relationships, network contacts and partnerships with internal and external stakeholders at all levels.
- Ability to complete regular site visits to monitor apprenticeship and employer compliance.
- Ability to manage and monitor contracts, grants and contribution agreements.
- Interpersonal, communication, organizational and prioritizing skills and ability to choose a communication style that is appropriate and effective for various contexts.
- Ability to develop, deliver, assess, monitor and evaluate training programs, workshops and presentations.
- Ability to provide employment and career counseling to students, trainees, apprentices, employers, non-government organizations and members of the public.
- Ability to build and maintain positive relationships with diverse stakeholders.
- Skilled in managing client expectations, conflict management and resolving issues.
- Ability to assess situations and solve problems appropriately.
- Ability to prepare, monitor and maintain program budgets.
- Ability to use computer systems and tools such as word-processing (Microsoft Word), presentations (PowerPoint), spreadsheets (Excel), CMAS and communications (Email)
- Adhere to the code of ethics and demonstrate professional attributes to ensure integrity, honesty, objectivity and confidentiality of services.
- 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:

A relevant post-secondary Diploma or Journey Certification and two (2) years of related experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Current Class 5 Driver's License or able to obtain within six months of employment.



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