

Jobs in

# SOCIAL SCIENCES

Time	\$0.10
Quarter	\$0.25
Loonie	\$1.00
Toonie	\$2.00

A girl got in the box  
A boy got in the box  
A dog got in the box  
A cat got in the box  
A rabbit got in the box  
A bird got in the box  
The box is big



career opportunities series



Northwest Territories Education, Culture and Employment

Canada

Cette publication peut aussi être disponible en français sous le titre:  
Emplois dans les sciences sociales

*Cover Photos*  
*Main: Early childhood educator/GNWT*

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# **JOBS IN THE SOCIAL SCIENCES**

## **INTRODUCTION**

The social sciences are concerned with the well-being of people, and in the Northwest Territories the people are as diverse as the landscape itself. Everyone has different dreams, goals and needs. Education, justice and social services programs respond to both community and individual needs. People who work in the social sciences try to ensure that Northerners have a solid education, that they are trained for available jobs, that communities are healthy, safe and nurturing places and that people have the supports necessary to be successful in their lives.

## **WHAT ARE THE SOCIAL SCIENCES?**

The social sciences are concerned with people – how they learn, how they act, how they get along with each other, what their needs are, how they are governed and how their lives can be made better. People who work in this field deal with the development and well-being of people. Social science is a broad field, but education, justice and social services all work together to make society a better place.

## **EDUCATION**

Education deals with teaching and training people throughout life, from early childhood to post-secondary and beyond. Besides work in schools and colleges, there is also work in early intervention, workplace education, literacy, adult basic education and training on the job. Early childhood educators, elementary and high school teachers, teaching assistants, librarians, guidance counsellors, training officers, human resource development officers, career development officers and college instructors are some of the people who work in education.

## **JUSTICE**

Justice is concerned with the administration of justice as well as with policing and corrections. People who work in justice are responsible for administering justice, providing court services, protecting the public and rehabilitating youth and adult offenders. Some people who work in the justice field are lawyers, judges, correctional officers, wardens, RCMP and by-law officers, legal assistants, court workers and court reporters.

## **SOCIAL SERVICES**

Social services help to promote individual, family and community wellness. People who work in social services are concerned with addictive behaviour, child welfare, violence and abuse, and the needs of special interest groups such as the elderly, the disabled or the mentally handicapped. Social workers, family counsellors, mental health/addictions counsellors, community wellness coordinators, child care workers and psychologists all work in social services.

## **WILL THERE BE JOBS IN THE SOCIAL SCIENCES?**

Jobs in the social sciences are usually determined by population growth and government spending. The high birth rate in the NWT and the extension of services into communities means that job growth in the social sciences will continue. Although governments are cutting back in funding and staffing, other agencies and organizations such as community governments and bands as well as non-profit organizations are taking on the responsibility and meeting the demands for education, justice and social services. Increased training opportunities will allow more Northerners to qualify for these jobs. The transfer of responsibility and decision-making is creating opportunities at the community level. Each community is different, but trained employees who understand the local needs and who can speak the language will be able to provide valuable services and support in the field of social sciences.

## WHAT JOBS WILL THERE BE IN THE SOCIAL SCIENCES?

There are many different types of jobs associated with the social sciences, and they all have different requirements. Some jobs are specific to education, justice or social services while others are common across all the social sciences. Similar skill and training requirements often make it relatively easy to move between the different fields within the social sciences. It is important to remember that the more training and education you have, the greater the opportunities available to you. Course work in the social sciences is a prerequisite for most jobs and training programs.

### ADMINISTRATIVE SUPPORT JOBS

*These jobs are primarily clerical. Most require that you are able to read and write and have basic computer skills as well as knowledge of basic software such as Word, Excel and PowerPoint.*

- General Clerk*    Keeps records and time sheets.
- Judicial Clerk*    Provides complete clerical support for court which includes; calling court to order, managing case flow, preparing court dockets and maintaining evidence used during trials.
- Library Clerk*    Issues and receives library materials, sorts and shelves books.
- Secretary*        Does word processing and filing, makes appointments and manages the office.

## ENTRY LEVEL JOBS

*These jobs usually require that you have a high school diploma and that you have some previous experience or training.*



### Education

*Classroom Assistant* Helps teachers with preparation, instruction and evaluation, works with individuals or groups of students.

*Early Childhood Assistant* Helps with lessons, outings and other activities of preschool children.

*Special Needs Assistant* Assists special needs students with mobility, communication, personal hygiene and individual learning needs.

### Justice

*Corrections Officer* Supervises and controls criminal offenders who have been sentenced or are awaiting trial.

*Court Reporter* Manually records all court proceedings and prepared transcripts as and when needed and then transcribes court proceedings.

### Social Services

*Child/Youth Care Assistant* Helps to run programs and activities for children and youth.

### All

*Interpreter/Translator* Translates spoken and written words from one language to another.

*Library Technician* Orders and catalogues materials, assists others in using library resources, and conducts reference searches.

## SKILLED JOBS

*These jobs usually require a college diploma or the equivalent education or work experience.*

### Education

<i>Adult Educator</i>	Delivers upgrading courses in English, math, science, social studies and career planning to adult learners.
<i>Career Development Practitioner</i>	Provides assistance with job search, self assessment and career planning.
<i>Early Childhood Educator</i>	Plans and delivers activities for pre-school children to encourage intellectual, physical and emotional growth.
<i>Income Support Worker</i>	Delivers income to enable residents in need to obtain the basic necessities required to maintain their health and dignity, and to regain self-sufficiency.
<i>School Community Counsellor</i>	Provides support and counselling for both students and families.

### Justice

<i>Classification Officer</i>	Assesses inmates and selects appropriate rehabilitation programs.
<i>Legal Assistant</i>	Assists lawyers by organizing and preparing documents and researching laws.
<i>Probation Officer</i>	Monitors the conduct and behaviour of criminal offenders serving probation terms.
<i>Sheriff</i>	Enforces court orders, serves summonses and seizes property.

## Social Services

### *Child/Youth Care Worker*

Works with children and youth in community programs, young offenders homes or treatment centres.

### *Social Worker*

Administers a variety of social assistance programs and community services.

### *Community Wellness Coordinator*

Helps to design and deliver programs that address communities' social, education, health and wellness issues.

### *Counsellor*

Assists individuals and groups to identify, understand and overcome personal problems and achieve personal objectives.

### *Mental Health/ Addictions Counsellor*

Helps people identify addiction problems and develop treatment plans.

## PROFESSIONAL JOBS

*These jobs require that you have a minimum of an undergraduate degree (4 years of study) or the equivalent education or work experience.*

## Education

### *College Instructor*

Provides instruction to adults in a variety of areas, researches and prepares lesson plans.

### *Guidance Counsellor*

Advises students on educational issues, career planning and personal development.

### *School Principal*

Oversees programs and well-being of students and staff, operation and management of buildings and community relations.

## PROFESSIONAL JOBS

*Continued...*

*Special Education Teacher* Provides instruction and support to students with special needs.

*Teacher* Provides instruction to K-12 students, develops curriculum, prepares lessons and participates in staff and extra-curricular activities.

### Justice

*Judge* Arbitrates civil and family cases, decides criminal cases and administers justice according to the law.

*Lawyer* Studies law, advises clients, represents them in legal proceedings and draws up legal documents.

*Legislative Drafter* Drafts acts, regulations and legal instruments, interprets policies and analyzes legislation.

*Warden* Plans, organizes and directs all the programs and activities of a correctional institution.

*Police Officer* Has general law enforcement duties, including maintaining regular patrols and responding to calls for service. May direct traffic at the scene of an accident, investigate a burglary, or give first aid to an accident victim. They are usually involved in community policing – where an officer builds relationships with the citizens of local neighborhoods and mobilizes the public to help fight crime.

## Social Services

*Social Worker* Helps individuals, families, groups and communities to develop the skills and resources they need to enhance their lives.

*Sociologist* Studies the development, structure, social patterns and interrelationships of human society.

## **CREATE YOUR OWN JOB**

There are many opportunities in the social science sector to start your own business. If you have a good business idea, have confidence in your abilities, and are willing to take a risk then starting your own business might be a very good option.

These options include: Educational Consultant, Curriculum Consultant, Researcher/Writer, Family Day Home Operator, Child Care Centre Operator and Treatment Camp/Centre Operator.

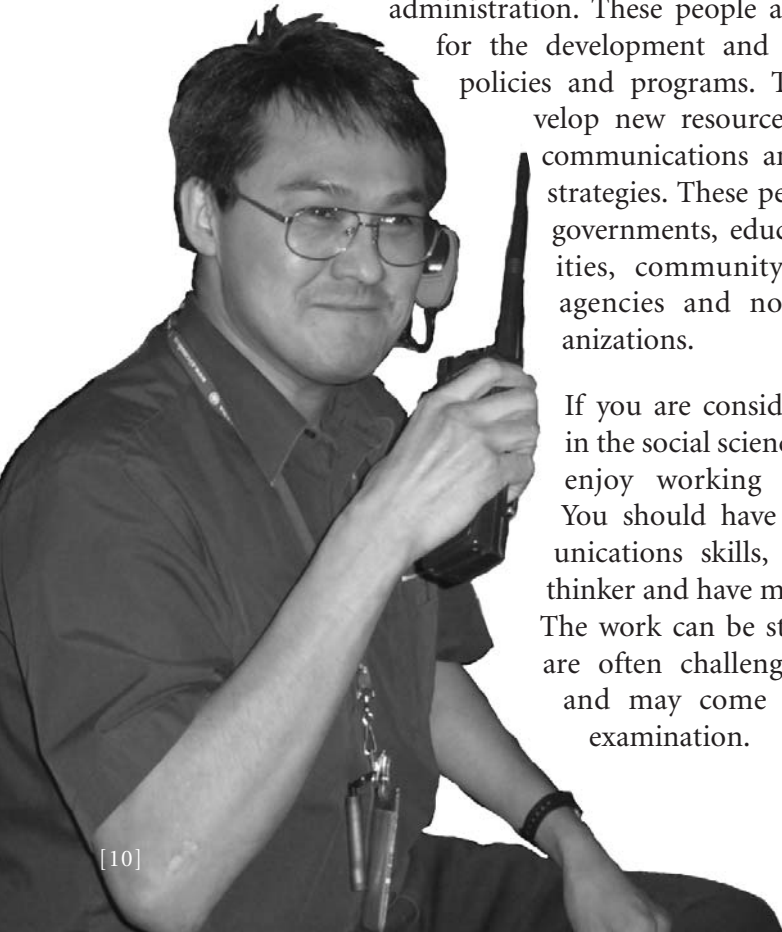
The Department of Education, Culture and Employment provides supports such as the Self Employment Option Program to individuals who would like to start a small business. Contact your regional Career Centre or Canada/NWT Service Centre to see if you qualify or for more information on the Self Employment Option Program. For more information on how to start a business in the NWT, you can also go to the Industry, Tourism and Investment (ITI) home page at [www.iti.gov.nt.ca](http://www.iti.gov.nt.ca) and hit the “Starting a Business” button.

## WORKING CONDITIONS

People who work in the social sciences work in many different settings. Some people work directly with the public and are responsible for providing services and programs. In the field of education, people work in child care facilities, schools, colleges, community learning centres, libraries and career centres. In justice, they can be found in courts, group homes and correctional facilities, as well as in communities. Most work in the social sciences takes place in clinics, group homes, treatment centres and community centres. Often work is in group settings but sometimes it is one on one. It can be with the young, elderly, families, communities or offenders. Some people work the regular nine-to-five hours while others work on rotation or on shifts. There may be some paper work to be done after work hours.

Besides those who are employed in the direct delivery of the social sciences, there are also those who work in administration. These people are responsible for the development and evaluation of policies and programs. They may develop new resources or organize communications and promotion strategies. These people work for governments, education authorities, community boards and agencies and non-profit organizations.

If you are considering a career in the social sciences you should enjoy working with people. You should have good communications skills, be a creative thinker and have mental stamina. The work can be stressful as you are often challenged by clients and may come under public examination.



However, the rewards of working in the social sciences include knowing that you are helping people and improving society.

Wages for jobs in this field are competitive. For more information on current wages and demand see NWT Job Futures available at the Career Centre in your community or online at [www.jobfutures.stats.gov.nt.ca](http://www.jobfutures.stats.gov.nt.ca) and talk to people who work in the field.

## **WHERE TO GET TRAINING**

### **AURORA COLLEGE**

Aurora College offers a variety of programs that can help you get a job in the social sciences. These programs and services include: Aboriginal Language and Cultural Instructor, Adult Basic Education, Community Health Worker, Certificate in Adult Education, Certificate in Criminal Justice, Early Childhood Development, Management Studies Access and Management Studies, Office Administration Certificate, Recreation Leaders, Social Work Access and Social Work, Teacher Education Access and Bachelor of Education. Although these programs are a good introduction to many jobs in social sciences, some jobs require additional schooling or on-the-job training.

Call your local campus or visit [www.auroracollege.nt.ca](http://www.auroracollege.nt.ca) to find out about current programs and courses being offered.

### **COLLEGES IN SOUTHERN CANADA**

Other courses and programs available at colleges in southern Canada that can lead to jobs in the social sciences include the following: Early Childhood Education, Adult Education, Career Development and Legal Studies. Check with your regional Career Centre for college information or look on the Internet for online calendars.

## **UNIVERSITY PROGRAMS**

For professional jobs in the social sciences, you need a university degree. There are many Canadian universities that offer professional programs in the following areas: English, History, Sociology, Political Science, Anthropology, Geography, Criminology, Law, Education, Social Work, Psychology, Commerce and Public Administration. Universities also offer academic programs for professions that are common to most large businesses, such as human resources, industrial and labour relations, business and management and accounting. Programs such as these can also lead to employment in the social sciences. Check with your regional Career Centre for information on the universities, or look on the Internet for online course calendars.

## **FINANCIAL ASSISTANCE**

To find out if you qualify for financial help while you study, contact the following:

### **NWT Student Financial Assistance**

Department of Education, Culture and Employment, GNWT

P.O. Box 1320 Yellowknife, NT X1A 2L9

For further information call: (867) 873-7190

24-Hour Toll-Free Line – Tel.: 1-800-661-0793

*[www.nwtsfa.gov.nt.ca](http://www.nwtsfa.gov.nt.ca)*



## **HOW TO APPLY FOR A JOB IN THE SOCIAL SCIENCES**

The most common way of applying for a job is to send your resume and a cover letter to the Government of the NWT and to all the organizations where you would like to work. However, because of the very strong interest in jobs, some employers only accept an electronic application, which can be accessed and completed on the organization's website. Make sure you indicate which job or jobs you are interested in, and why you think you are qualified for those jobs.

If you are interested in a career in the social sciences you should talk to someone who works in the field to see if it is right for you. Look for social sciences jobs advertised in newspapers, on company websites, on the GNWT website at [www.gov.nt.ca](http://www.gov.nt.ca) or on [www.jobsnorth.ca](http://www.jobsnorth.ca).

Career Centres can help you to prepare for your job search and to write your resume and cover letter.



## **WORKPLACE RIGHTS AND RESPONSIBILITIES**

Employers and workers have responsibilities to each other. The *Labour Standards Act* sets out the general rules, minimum requirements and principles of employment standards in the Northwest Territories. The Act covers such areas as hours of work, minimum wage, termination of employment, annual vacation and general holidays, and pregnancy and parental leave. It is up to you to know what rights and responsibilities you have as an employee.

For more information, contact Labour Services at 1 (867) 873-7486 or toll free at 1 (888) 700-5707 or visit the Department of Education, Culture and Employment website at: <http://www.ece.gov.nt.ca/Divisions/Labour/index.htm>

## **CAREER PLANNING**

Career planning is an ongoing process that starts in your youth and continues throughout adulthood. When you think about making changes in your working life, try to make decisions based on your personality, passions, aptitudes, skills and commitments. Also consider what training and education you want and what opportunities are available to you. By finding the best fit between your interests, skills, values and available jobs, you'll have more control over your life and you'll find greater satisfaction in your work.

For more information or assistance with career planning and decision-making, contact your local Career Centre, adult educator, or school counsellor.

Put a lot of effort into your career today to make the most of your work. Always continue creating new opportunities for yourself.

## NWT CAREER CENTRES, CANADA/NWT SERVICE CENTRE

Your regional Career Centre can help you to do the following:

- Learn about your skills, interests and values
- Find career, training and employment information
- Search for jobs
- Write resumes
- Apply for jobs
- Prepare and practice for a job interview
- Make a personal career or education plan

The regional Career Centres, Canada/NWT Service Centre are located in the following communities:

Fort Simpson	Deh Cho Hall	(867) 695-7333
Fort Smith	Sweetgrass Building	(867) 872-7425
Hay River	Courthouse Building	(867) 874-5050
Inuvik	Mack Travel Building	(867) 777-7365
Norman Wells	Town Square	(867) 587-7120
Yellowknife	Greenstone Building	(867) 766-5100





Other booklets in the Career Opportunities Series include:

- Jobs in Mining
- Jobs in Oil and Gas
- Jobs in Construction
- Jobs in Health Services
- Jobs in Aviation
- Jobs in Community Government
- Jobs in Diamond Manufacturing
- Jobs in the Service Sector
- Jobs in the Tourism
- Jobs in Information and Communications Technology
- Jobs in Arts, Culture and Heritage

