

## **Program Guidelines for Hiring Managers**

### **Health and Social Services Graduate Entry-Level Internship Program**

#### **1. Program Description**

The Graduate Entry-Level Internship Program offers relevant work experience to Northern post-secondary graduates for one to two years. Graduates are employed in entry-level health and social services intern positions related to their field of study within the Northwest Territories Health and Social Services System (HSS System).

The HSS System includes the Northwest Territories Health and Social Services Authority (NTHSSA), the Hay River Health and Social Services Authority (HRHSSA), and the Tłı̨ch̨o Community Services Agency (TCSA – Health).

#### **2. Program Objective**

The objective of the Graduate Entry-Level Internship Program is to provide recent post-secondary graduates with meaningful work experience related to their education in the field of health and/or social services. Working within the HSS System, graduates will be able to develop their skills and competencies through ongoing mentoring, learning, and development opportunities.

#### **3. Program Eligibility**

The Graduate Entry-Level Internship Program is a targeted internship program for post-secondary graduates, designed specifically for entry-level intern positions in the areas of **nursing, social work, and allied health**.

Hiring managers seeking funding for entry-level internship positions with educational requirements in fields of study other than nursing and social work are encouraged to apply to the [GNWT Internship Program](#), administered by the Department of Finance. Positions in allied health are eligible under both internship programs.

In addition to having an educational background in nursing, social work, or allied health, eligible applicants are northern graduates who:

- Resided in the Northwest Territories (NWT) for 12 months immediately prior to acceptance into post-secondary studies; and
- Graduated from a recognized Canadian college or university in a certificate, diploma or degree program; and
- Graduated within 12 months of application to the Graduate Entry-Level Internship Program.

#### **4. Program Length**

Entry-level internships are a minimum of one year and a maximum of two years. The decision to hire a graduate entry-level intern for longer than one year is at the discretion of the hiring manager or supervisor, as approved by their Chief Executive Officer (CEO), Chief Operating Officer (COO), or Executive Director (ED).

#### **5. Program Funding**

The System Human Resource Planning Division (SHRP) provides up to \$75,000 in funding per entry-level internship placement, regardless of the internship length. Funding is only available for the first year of the placement. All costs over and above the maximum of \$75,000 are the responsibility of the hiring authority/region.

Entry-level internship positions located outside of Yellowknife will be giving funding priority.

#### **6. Program Capacity**

The annual (fiscal year) budget can support up to six entry-level interns at any one time.

#### **7. Program Deadline**

##### Graduates

The deadline for graduates to submit their application for consideration in an entry-level internship positions is April 1<sup>st</sup> of each year. Registered applicants become candidates for entry-level internships with their resumes and cover letters kept on file for one year from the date of approval.

Applications submitted after the deadline are considered for entry-level internship positions only after the initial round of hiring has concluded.

## Managers

Managers must confirm their intention to hire a graduate by April 30<sup>th</sup> of each year, by submitting applications to SHRP at [hssprograms@gov.nt.ca](mailto:hssprograms@gov.nt.ca). Applications submitted after this deadline will be reviewed and approved following the initial round of hiring, based on available funding.

## **8. Application Process**

### Graduates

Graduates can apply for entry-level intern positions in the areas of nursing, social work or allied health by submitting a cover letter and resume to the Graduate Entry-Level Internship Program job posting on the [GNWT Careers website](#).

### Managers

After the April 1<sup>st</sup> deadline for graduate submissions, a list of applicants, including their preferred work location(s) and field of study, will be provided to senior managers within the HSS System to share with interested hiring managers.

Hiring managers/supervisors may then apply to SHRP by email at [hssprograms@gov.nt.ca](mailto:hssprograms@gov.nt.ca) stating their intent to hire an entry-level intern. The initial request must include COO/CEO/ED approval to hire an intern. A copy of the job description and the [job evaluation request form](#) must also be submitted as soon as possible.

SHRP will work with hiring managers in advance of the April 30<sup>th</sup> deadline to ensure that positions meet the program criteria and that hiring managers are aware of any outstanding materials required to be considered for funding.

After April 30<sup>th</sup> of each year, all entry-level internship positions will be reviewed and prioritized for funding. Hiring managers will then be notified of the funding status of their position.

Program funding will only be released by SHRP after an intern has been hired and direct appointed into their position. SHRP will help provide support and guidance on the direct appointment process, as necessary.

## 9. Program Components

All entry-level intern positions are supernumerary positions (a position that is an addition to the position complement of a health authority), designed to provide learning and development opportunities to a position in nursing, social work, or allied health to help support entry-level graduates in gaining valuable work experience.

The direct manager/supervisor of the entry-level intern position is responsible for the training and development of the intern.

Participation in the GRADUATE ENTRY-LEVEL INTERNSHIP PROGRAM does not guarantee an intern indeterminate employment upon completion of the internship, however available options within the HSS system will be explored.

## 10. Roles and Responsibilities

### *System Human Resource Planning Division*

- Provides funding, coordination and administration of the Graduate Entry-Level Internship Program;
- Provides guidance to applicants and hiring managers during the application process; and
- Monitors, evaluates and reports on program outcomes, budget expenditures and other program reports, statistics, etc. that may be required.

### *Graduates*

- Apply to the Graduate Entry-Level Internship Program through the [GNWT Careers website](#);
- Ensure contact information is up to date;
- Provide confirmation of completion of certificate/program/degree prior to starting in an entry-level internship position; and
- Provide confirmation of northern residency in the 12-months immediately prior to acceptance into post-secondary studies, prior to starting in an entry-level internship position.

### *Managers/Supervisors*

- Obtains approval of CEO/CEO/ED to create an entry-level intern position;
- Develops a job description for the entry-level intern position;
- Ensures the job description is evaluated by the Job Evaluation Unit within the Human Resources Branch (HR) of Finance;

- Submits a request to SHRP for funding to support an entry-level intern in the Graduate Entry-Level Internship Program;
- Provides SHRP with the relevant documents to determine position eligibility in the Graduate Entry-Level Internship Program. This includes, the entry-level internship position job description and the [job evaluation request form](#);
- Works with SHRP to select a suitable graduate for their identified and approved entry-level intern position;
- Works with HR to interview and complete the hiring process;
- Works with the Policy, Legislation, and Communications unit in the Department of Health and Social Services to draft a Direct Appointment decision paper;
- Hires interns, provides supervision, and complete performance evaluation(s); and
- Develops and monitors work and/or learning and development plans for hired interns.

*Department of Finance – Human Resources Branch*

- Advertises the availability of Graduate Entry-Level Internship Program on the GNWT Careers website, and provides potential candidate resumes to the SHRP Division;
- Supports the job description and job evaluation process, through the Job Evaluation Unit; and
- Assists with the staffing process, and works with individual managers/supervisors as required throughout the intern’s placement.

**For More Information**

For information on the Graduate Entry-Level Internship Program, please visit [www.practicenorth.ca](http://www.practicenorth.ca) or contact the System Human Resource Planning Division at [hssprograms@gov.nt.ca](mailto:hssprograms@gov.nt.ca).