



Start
your
career
here!

JOBS with the
Government of
PRINCE EDWARD ISLAND



Social Development *and* Seniors

- Child Protection Social Work 1
- Child and Youth Care Worker 3

Justice *and* Public Safety

- Casual Correctional Officer 5
- Youth Justice Worker 7
- Outreach Worker 8
- Judicial Clerk 9
- Court Stenographer 10
- Deputy Registrar 11
- Probation Officer II 12

Health *and* Wellness

- Care Services Inspector 13
- Environment Health Officer 14
- Epidemiologist 15
- Health Promoter 17

Finance

- Manager of Finance 19
- Senior Finance Accountant 21

IT Shared Services

- Senior Programmer Analyst 23
- Data Architect 24

Environment, Energy *and* Climate Action

- Watershed Hydrogeologist 25
- Forest Auditor 27

Public Service Commission

- Human Resource Assistant 29
- Payroll and Benefits Coordinator 31

Education *and* Early Years

- Bilingual Autism Specialist 33
- Early Childhood Coach 35
- Early Childhood Resource Support 37

Transportation *and* Infrastructure

- Heavy Duty Mechanic 39



**Start
your
career
here!**

EMPLOYMENT LEVEL CHART

Pay Level 11 • Payroll & Benefits Coordinator

Pay Level 12 • Correctional Officer

Pay Level 12^D • Heavy Duty Machanic

Pay Level 13

- Correctional Officer
- Deputy Registrar
- Judicial Clerk
- Court Stenographer
- Human Resources Assistant

Pay Level 14

- Outreach Worker
(Student Well-Being Team)
- Child and Youth Care Worker
- Early Childhood Resource Support

Pay Level 15 • Early Childhood Coach • Forest Auditor

Pay Level 16 • Environmental Health Officer

Pay Level 17 • Senior Programmer Analyst • Data Architect

Pay Level 17^A • Care Services Inspector

Pay Level 18

- Youth Justice Worker
- Probation Officer II
- Child Protection Social Worker
- Watershed Hydrogeologist
- Bilingual Autism Specialist
- Health Promoter

Pay Level 19 • Child Protection Social Worker

Pay Level 20^F • Manager of Finance • Senior Finance Accountant

Pay Level 22 • Epidemiologist

EDUCATIONAL REQUIREMENTS

Masters Degree

Justice and Public Safety

- Probation Officer II
- Youth Justice Worker

Education and Early Years

- Bilingual Autism Specialist

Health and Wellness

- Health Promoter
- Epidemiologist

Environment, Energy and Climate Action

- Forest Auditor
- Watershed Hydrogeologist

Bachelors Degree

Justice and Public Safety

- Youth Justice Worker
- Outreach Worker
(Student Well-being Team)
- Probation Officer II
- Correctional Officer

Education and Early Years

- Early Childhood Coach
- Early Childhood Resource Support

Health and Wellness

- Care Services Inspector
- Health Promoter
- Environment Health Officer

Social Development and Seniors

- Child Protection Social Worker
- Child and Youth Care Worker

Finance

- Manager of Finance
- Senior Finance Accountant

IT Shared Services

- Data Architect
- Senior Programmer Analyst

College Diploma

Transportation and Infrastructure

- Heavy Duty Mechanic

Justice and Public Safety

- Judicial Clerk
- Outreach Worker
(Student Well-being Team)
- Court Stenographer
- Correctional Officer
- Deputy Register

Public Service Commission

- Payroll and Benefits Coordinator
- Human Resource Assistant

Child Protection Social Worker - Level 18 and 19

Child Protection Social Workers protect children from neglect, physical abuse, sexual abuse, and emotional abuse. A Child Protection social worker becomes involved when someone calls to report a concern about a child. Social Workers make a difference by working directly with children, youth and families, empowering change, conducting assessments, and implementing intervention plans.

There are various specialized roles to explore in Child Protection Social Work.

Intake Assessment - Receive child protection reports and gather essential information to assess the level of risk.

Intake Investigation – Using investigative skills as the guiding force in identifying potential risks and implement strategies to ensure the safety and well-being of children.

Focused Intervention – Assist with interventions that are tailored to meet the unique needs of each child and family. Help create a supportive environment that nurtures growth and development.

Social Work Education

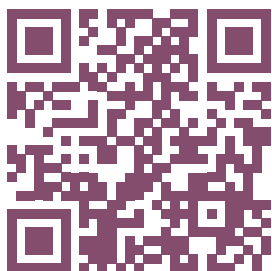
Social Work education consists of theoretical courses and practical training at the undergraduate or graduate level.

- Bachelor of Social Work (Minimum requirement for PEI)
- Master of Social Work

To be a Child Protection Social Worker on PEI, you require a Social Work degree, as well as an Acceptable Vulnerable sector check and Child Protection Record Check. All Social Workers on PEI must be registered with the PEI Social Work Registration board.

Canadian Universities offering BSW programs

- Dalhousie University
- Memorial University
- St Thomas University
- University of Calgary
- University of Manitoba
- Lakehead University
- McMaster University
- Ryerson University
- University of Waterloo
- Wilfred Laurier University



Scan code for updated **salaries and levels.**





Start
your
career
here!

DEPARTMENT OF
Social Developemnt
and Seniors

JobsPEI.ca

Child and Youth Care Worker - Level 14

Child and Youth Care Workers work within a multi-disciplinary team to best meet the needs of children and youth. They directly contribute to the well-being of children and youth by engaging in trauma-informed and supportive interventions and establishing meaningful connections with children in care.

The Department of Social Development and Seniors employs Child and Youth Care workers within its 8 Residential Group homes. These youth workers provide 24/7 care for children.

Why 'Child and Youth Care Worker'

- Directly impact the lives of children and youth who may be facing challenges or adversity.
- Working closely with children and youth allows Child and Youth Care Workers to form meaningful relationships with them.
- By approaching their work with sensitivity and understanding, they can help young people heal from past experiences and develop resilience.
- Child and Youth Care Workers often collaborate with other professionals, such as social workers, psychologists, and educators, as part of a multidisciplinary team.
- Child and Youth Care Workers may work in a variety of settings, including residential group homes, schools, community centers, and more.
- Child and Youth Care Workers develop skills in communication, conflict resolution, crisis intervention, and more, which can benefit them both in their careers and in their personal lives

3



Scan code for updated
salaries and levels.

Child and Youth Care Education

To be a Child and Youth Care Worker, you require a Master's Degree in the Social Sciences, preferably in Criminology or Social Work, with considerable relevant experience or a Bachelor's Degree in the Social Sciences, preferably in Criminology or Social Work with extensive relevant work experience.

Educational Institutions in Prince Edward Island offering a program:

- University of Prince Edward Island (UPEI) Social Sciences Program
- Holland College

Educational Institutions in Atlantic Canada offering a program

- Nova Scotia Community College
- Mount Saint Vincent
- Eastern College



DEPARTMENT OF
**Social Development
and Seniors**

Start
your
**career
here!**

JobsPEI.ca

Correctional Officer - Level 12

Provide security, supervision of offenders, and a variety of program and services for offenders within a correctional centre on a rotating shift basis. The major focus of the work is the protection of society and rehabilitation of offenders.

Why 'Correctional Officer'

- Contribute to public safety and play a crucial role in maintaining order within correctional facilities to ensure the safety of both staff and inmates.
- Many correctional facilities operate 24/7, offering opportunities for shift work and consistent employment.
- Steppingstone to other law enforcement or criminal justice-related careers.
- Make a positive impact on the lives of inmates. Correctional officers can play a role in rehabilitation efforts.
- Work in different areas within the correctional system, such as custody, rehabilitation, or administration

Qualifications

To be a Correctional Officer, you require an undergraduate degree, preferably in social sciences or completion of a recognized correctional officer, youth worker or a related community college program, as well as relevant on-the-job training or related experiences.

Educational Institutions in Atlantic Canada offering a program

- Atlantic Police Academy
- Holland College, Child and Youth Worker Program
- University of Prince Edward Island Social Sciences Program

5



Scan code for updated **salaries and levels.**



Start
your
career
here!

DEPARTMENT OF
Justice and
Public Safety

JobsPEI.ca

Youth Justice Worker - Level 18

Provide supervision to young persons with the highest levels of risk and needs and to enforce court orders (e.g., deferred custody and supervision orders, conditional supervision orders, and intensive rehabilitative custody supervision orders). The legal authority afforded Youth Justice Workers in enforcement of these orders is considerably more intrusive than those associated with probation orders and other forms of community sentences; the court and the public demand a high degree of accountability and intervention. In addition to supervising high-risk youth, the position is also responsible for providing timely and effective interventions to young people at risk of or in conflict with the law, focusing on rehabilitation, protection of the public, and repairing of harm to the victim.

Why 'Youth Justice Worker'

- Positively influence the lives of young people who may be going through challenging times.
- Create environments where young individuals can learn from their mistakes, develop essential life skills, and reintegrate into society successfully.
- By addressing underlying issues and providing appropriate interventions, they contribute to reducing the likelihood of youth reoffending in the future.
- Ensure that the rights of youth in the justice system are respected and that they have access to appropriate resources and services.
- Ongoing professional development including training in areas such as counseling, conflict resolution, trauma-informed care, and other relevant skills.
- Dynamic and varied work, dealing with different cases and challenges.

Qualifications

To be a Youth Justice Worker, you require a Social Sciences Masters or Bachelors degree, as well as comprehensive knowledge of the Youth Criminal Justice Act, Criminal Code of Canada, Criminal Justice system and relevant Provincial/ Federal legislation.

Educational Institutions in Prince Edward Island offering a program:

- University of Prince Edward Island (UPEI) Social Sciences Program

Educational Institutions in Atlantic Canada offering a program:

- Dalhousie University
- Saint Mary's University
- Cape Breton University
- Acadia University
- Mount Allison University
- St. Thomas University
- St. Francis Xavier University
- University of New Brunswick
- Oulton College



Scan code for updated
salaries and levels.

Outreach Worker (Student Well-Being Team) - Level 18

Work on the Public Schools Branch (PSB) core team in collaboration with the Multi Agency School Support Teams (MASST), to improve the social and emotional wellbeing of children, youth and families in school, at home and in communities with both individual and group based interventions. The core team aims to intervene early, ensure timely access to services, increase school and community engagement and improve student achievement.

Why 'Outreach Worker'

- Play a pivotal role in supporting the social and emotional well-being of students by providing individual and group-based interventions and contributing to creating a positive and supportive school environment that enhances the overall well-being of students.
- Facilitate the connection between students and the support services they need, whether it's counseling, mental health resources, or community programs, promoting a timely response to individual needs.
- Foster positive relationships between schools and the broader community, creating a network of support for students and families.
- Contribute to creating an environment conducive to learning, enhancing students' ability to succeed academically.

Qualifications

To be an Outreach Worker, you require an undergraduate degree in social sciences with considerable experience in human services, of which a minimum of one year's experience must be directly related to working with children, youth and families OR a community college diploma in a related subject area and extensive experience in human services, of which a minimum of one year's experience must be directly related to working with children, youth and families.

Educational Institutions in Prince Edward Island offering a program:

- University of Prince Edward Island (UPEI) Social Sciences Program
- Holland College, Human Services Program / Early Childhood Care and Education / Child and Youth Care Worker Program

Educational Institutions in Atlantic Canada offering a program:

- Dalhousie University
- Saint Mary's University
- Cape Breton University
- Acadia University
- Mount Allison University
- St. Thomas University
- St. Francis Xavier University
- University of New Brunswick
- Oulton College

**Start
your
career
here!**

**DEPARTMENT OF
Justice and Public Safety**

JobsPEI.ca

Judicial Clerk - Level 13

Provide clerical and staff Justice of the Peace services in the Provincial Court and Youth Justice Court of Prince Edward Island. This position must have the ability to complete a summary conviction case through the entire life of the case, including duties at trial, court stenographer duties, fine collection, appeal and record suspension duties. The incumbent is required to act as staff Justice of the Peace after hours

Why 'Judicial Clerk'

- Supporting the justice system by ensuring that legal proceedings run smoothly, assisting both judges and lawyers in their duties.
- Gain comprehensive exposure to the legal process, including trial proceedings, court stenography, fine collection, and handling appeals.
- Diversity in responsibilities can make the role interesting and challenging, offering continuous learning opportunities.
- Positions in the legal field, especially those within the court system, often offer job stability. This can be appealing to individuals seeking long-term employment in a meaningful and impactful field.

Qualifications

To be a Judicial Clerk, you require a post-secondary diploma in Business Administration or Legal Administration with extensive experience in a court system.

Educational Institutions in Prince Edward Island offering a program:

- Holland College, Legal Administration Program

Educational Institutions in Atlantic Canada offering a program:

- Eastern College
- New Brunswick Community College
- Nova Scotia Community College



Scan code for updated **salaries and levels.**

Court Stenographer - Level 13

Perform duties as a Court Reporter, Judicial Clerk and Judicial assistant in and for the Prince Edward Island Court of Appeal, Supreme Court of Prince Edward Island and the Provincial Court and Youth Justice Court of Prince Edward Island. As a Court Stenographer the incumbent ensures there is an accurate and permanent recording of all proceedings heard in the courtroom. The incumbent works as a high-level assistant to the Justices and Judges of the Courts providing confidential, and technical administrative support services.

Why 'Court Stenographer'

- Provide valuable support in managing administrative tasks including preparing documents, managing schedules, and handling confidential information. Their role contributes to the efficient functioning of the court system.
- By ensuring the accurate and complete documentation of court proceedings, Court Stenographers play a crucial role in upholding justice. Their work helps in creating a fair and transparent legal process, contributing to the overall integrity of the judicial system.
- Stable and secure career, as skills are in demand within the legal system. The need for accurate and timely transcription of legal proceedings ensures a consistent demand for their services.
- Work in various legal settings, including provincial courts, youth justice courts, and other legal environments.

Qualifications

To be a Court Stenographer, you require a high school degree supplemented by successful completion of a recognized legal administration, office studies/secretarial program with a concentration on legal terminology and procedures.

Educational Institutions in Prince Edward Island offering a program:

- Holland College, Legal Administration Program

Educational Institutions in Atlantic Canada offering a program

- Eastern College
- New Brunswick Community College
- Nova Scotia Community College

DEPARTMENT OF
Justice and Public Safety

JobsPEI.ca

Start
your
career
here!

Deputy Registrar - Level 13

First point of contact for the general public in any of its dealing with the three levels of court (Supreme Court, Court of Appeal, and Federal Court).

Why 'Deputy Registrar'

- Play a key role in providing information, guidance, and assistance to individuals seeking legal services or navigating the court process.
- Working closely with the three levels of court (Supreme Court, Court of Appeal, and Federal Court) provides an opportunity to gain in-depth knowledge about the legal system at various levels.
- A range of responsibilities, including handling inquiries, processing legal documents, managing court records, and assisting judges and court staff.
- Contribution to Judicial Proceedings: By managing court documents and records, Deputy Registrars contribute to the smooth functioning of judicial proceedings. They play a crucial role in maintaining the integrity and efficiency of the court system.
- Working in close proximity to judges, attorneys, and other legal professionals provides an opportunity to build professional relationships within the legal community.
- Developing and utilizing skills in legal administration, including document management, case tracking, and recordkeeping. These skills can be transferable and valuable in various legal and administrative settings.

Qualifications

To be a Deputy Registrar, you require a post-secondary degree or diploma in a related field, preferably in the legal administration field supplemented with business related course work.

Educational Institutions in Prince Edward Island offering a program:

- Holland College, Legal Administration Program

Educational Institutions in Atlantic Canada offering a program:

- Eastern College
- New Brunswick Community College
- Nova Scotia Community College



Scan code for updated
salaries and levels.



Probation Officer II - Level 18

Providing a wide range of community corrections and related services to adult clientele, as well as to the courts within a team environment.

Why 'Probation Officer II'

- Provide support, guidance, and supervision to probationers, and contribute to efforts aimed at reintegrating offenders into society.
- Ensure public safety by monitoring and supervising individuals who have been placed on probation. Through regular check-ins and assessments, work to prevent reoffending and mitigate the risk of harm to the community.
- Play a role in the decision-making process and help the court system understand the progress and challenges faced by probationers.
- Work within a team environment, collaborating with colleagues, community organizations, and other criminal justice professionals.
- Opportunities for personal and professional growth including developing strong communication and interpersonal skills, honing case management abilities, and staying informed about evolving practices in community corrections.
- Through effective supervision, support, and intervention, contribute to breaking the cycle of criminal behavior and facilitating positive changes in the lives of individuals under care.

Qualifications

To be a Probation Officer, you require a Masters Degree in the Social Sciences, preferably in Criminology or Social Work, with considerable relevant experience or a Bachelors Degree in the Social Sciences, preferably in Criminology or Social Work with extensive relevant work experience.

Educational Institutions in Prince Edward Island offering a program:

- University of Prince Edward Island (UPEI) Social Sciences Program

Educational Institutions in Atlantic Canada offering a program

- Dalhousie University
- Saint Mary's University
- Cape Breton University
- Acadia University
- Mount Allison University
- St. Thomas University
- St. Francis Xavier University
- University of New Brunswick
- Oulton College

DEPARTMENT OF
Justice and Public Safety

JobsPEI.ca

Start
your
career
here!

Care Services Inspector - Level 17^A

Conducts comprehensive care service inspections, reports on, and monitors private facilities as per the CCF and NH Act, Regulations, Operational and Care Service Standards for Private Nursing Homes (NH) and Community Care Facilities (CCF). A key focus of the position is to help ensure quality care of residents within a safe and appropriate environment. This position leads inspections and is required to participate in related discussions with operators and Directors of Care. Inspectors are called on to conduct investigations related significant events and complaints to provide expert advice based on current best practices.

Why 'Care Services Inspector'

- Ensuring that individuals who may be vulnerable due to age or health conditions are receiving high-quality care in a safe and appropriate environment.
- Contributes to the overall improvement of care services within the community.
- Critical in identifying areas for improvement and ensuring corrective measures are taken.
- Knowing that one is actively contributing to the improvement of care services and the well-being of individuals within the community.

Qualifications

To be a Care Services Inspector, you require a nursing degree or nursing diploma as well as certification in gerontological nursing.

Educational Institutions in Prince Edward Island offering a program:

- University of Prince Edward Island (UPEI), Bachelor of Nursing

Educational Institutions in Atlantic Canada offering a program:

- Dalhousie University
- Cape Breton University
- St. Francis Xavier University
- University of New Brunswick
- Oulton College

13



Scan code for updated
salaries and levels.

Environmental Health Officer - Level 16

Protect and promote the health of the public through inspections, consultation, education, and investigation of public and private services and facilities through Environmental Health's Provincial Inspection Programs and Consulting Services with additional functions related to COVID-19 as directed by Manager.

Why 'Environmental Health Officer'

- By conducting inspections, providing consultation, and investigating various public and private services and facilities, they contribute to creating healthier and safer environments for the community.
- Help prevent the spread of diseases, ensure food safety, and minimize environmental hazards, thus contributing to the overall well-being of the public.
- Provide information to businesses, communities, and individuals on best practices for maintaining a safe and healthy environment.
- Help prevent outbreaks and protect the community from health threats.
- Work directly impacts the health and safety of the public.
- Work in a variety of settings, from restaurants and food establishments to public events and recreational facilities.

Qualifications

To be an Environmental Health Officer, you require a bachelors degree in Science/Technology in Environmental Health, as well as a Certificate in Public Health Inspection (Canada) from the Board of Certification of the Canadian Institute of Public Health Inspectors (CIPHI).

Educational Institutions in Canada offering a program:

- University of Edmonton
- University of British Columbia
- Toronto Metropolitan University
- University of Guelph
- University of Lethbridge
- University of Waterloo
- Queens University
- Simon Fraser University
- McGill University
- University of Calgary
- McMaster University

DEPARTMENT OF
Health and Wellness

Start
your
**career
here!**

JobsPEI.ca

Epidemiologist - Level 19

Provide epidemiological expertise in the area of population health assessment and disease surveillance to the Chief Public Health Office and the Department of Health and Wellness to meet the short- and long-term needs of the provincial government and to support the Public Health Act and Regulations. The position provides expert advice by gathering, synthesizing, analyzing, and recommending priority areas, writing reports and documents, and giving presentations related to surveillance and population health assessment.

Why 'Epidemiology'

- Contribute to public health by identifying and understanding patterns of diseases vital for developing effective prevention and control strategies, leading to improved community health.
- Preventing the spread of diseases by identifying risk factors and understanding how diseases are transmitted.
- Contribute to the development of policies and regulations aimed at protecting and improving the health of the population.
- Engage in research to uncover the causes and determinants of diseases and can lead to advancements in medical science, improved treatment strategies, and a better understanding of the factors influencing population health.

Qualifications

To be an epidemiologist, you require a Master of Science in Epidemiology or Biostatistics with relevant research experience, as well as experience in the application of highly specialized epidemiological methods including research, evaluation and statistical analysis.

Educational Institutions in Canada offering a program:

- Dalhousie University
- Western University
- Queens University
- University of Alberta
- University of Ottawa
- McMaster University
- Lakehead University
- Memorial University
- McGill University

15



Scan code for updated
salaries and levels.



Start
your
career
here!

DEPARTMENT OF
Health and
Wellness

JobsPEI.ca

Health Promoter - Level 18

Promote the health of all Islanders by facilitating community development and fostering healthy public policy to support healthy environments and reduce health inequities. This position engages communities, all levels of government, NGOs and the private sector in adopting an evidence-based approach to upstream determinants of health.

Why 'Health Promoter'

- Engage in community development, empowering individuals and communities to take control of their health.
- Advocating for policies that address social determinants of health can have a significant and lasting impact on the well-being of entire populations.
- Create a more equitable and just society where everyone has the opportunity to achieve their highest level of health.
- Proactive approach helps in reducing the burden on the healthcare system and improving overall population health.
- Contribute to positive, lasting changes in the health of individuals

Qualifications

To be a Health Promoter, you require a Master's degree in Health Promotion or a related health field with health promotion courses, as well as experience in public health and health promotion or related fields of health/wellness and community development.

Educational Institutions in Canada offering a program:

- Dalhousie university
- Toronto Metropolitan University
- University of Alberta
- Western University
- University of Guelph
- University of Lethbridge
- Lakehead University
- Queens University
- Simon Fraser University
- University of Ottawa
- McGill University
- McMaster of University
- University of Toronto

17



Scan code for updated **salaries and levels.**



Start
your
career
here!

DEPARTMENT OF
Health and
Wellness

JobsPEI.ca

Manager of Finance - Level 20^F

Provides leadership, management and direction in the various services provided by the Finance and Corporate Services Section that contribute to the effective financial management of the Department.

Why 'Manager of Finance'

- Lead and inspire your team members, fostering a positive and productive work environment.
- Seat at the table when it comes to strategic discussions, providing valuable insights and recommendations.
- Implementing streamlined and effective financial systems can contribute to the overall success of the department.
- Managing a finance team and overseeing various financial services can enhance your leadership and managerial skills.
- Contributions directly impact the financial health and sustainability of the department

Qualifications

To be a Manager of Finance, you require a post-secondary degree in business administration or a related field and a Professional Accounting Designation, as well as experience in a financial administration position.

Educational Institutions in Atlantic Canada offering a program:

- CPA Atlantic School of Business

19



Scan code for updated
salaries and levels.



Start
your
career
here!

DEPARTMENT OF
Finance

*Treasury Board Secretariat
Corporate Finance*

JobsPEI.ca

Senior Finance Accountant - Level 20^F

Preparing, analyzing and assessing the Public Accounts, implementing Public Sector Accounting Board (PSAB) Standards and preparing accounting policies to standardize government practices. The incumbent will be responsible for assisting Departmental, Crown and Agency CFOs/CEOs by providing comprehensive advice and recommendations.

Why 'Senior Finance Accountant'

- Play a crucial role in managing and analyzing public accounts, which directly impacts how public funds are allocated and spent.
- Recommendations can guide leaders in making informed choices, contributing to the financial health and efficiency of the organization.
- The role encompasses diverse tasks, from preparing and analyzing financial statements to implementing accounting standards. This variety can keep the job interesting and intellectually stimulating.

Qualifications

To be a Senior Finance Accountant, you require a university degree at the Bachelor level in a related discipline with a Canadian CPA Designation.

Educational Institutions in Atlantic Canada offering a program:

- CPA Atlantic School of Business

21



Scan code for updated **salaries and levels.**



Start
your
career
here!

DEPARTMENT OF
Finance

*Treasury Board Secretariat
Corporate Finance*

JobsPEI.ca

Senior Programmer Analyst - Level 17

Provides programming experience and expertise to a development team of programmers, business analysts, contractors, and designers providing support for and enhancing the foundational elements used to provide public and internal digital services. The incumbent will be responsible for delivering applications and services to Government. This includes designing, building, and implementing new web sites and web applications; integrating web applications with back-end applications; migrating legacy applications to the web; and performing day-to-day administration of the Government of Prince Edward Island's web portfolio.

Why 'Senior Programmer Analyst'

- Well-designed and functional applications can enhance the efficiency and accessibility of government services for citizens.
- Opportunity to bring creativity to their work, finding novel ways to improve and optimize digital services for both the public and internal use.
- Sense of ownership and accountability while overseeing and managing the digital assets of the government.
- Ongoing learning and skill development.

Qualifications

To be a Senior Programmer Analyst, you require a bachelor degree in computer science or related discipline with major course work in IT and considerable experience in the IT field or related two-year IT diploma from a recognized college or university with a focus on programming and application development and extensive experience in the IT field demonstrating an advancement in a variety of roles.

Educational Institutions in Atlantic Canada offering a program:

- University of Prince Edward Island
- Holland College
- University of New Brunswick
- Mount Allison University
- Dalhousie University
- Acadia University
- Nova Scotia Community College

23



Scan code for updated
salaries and levels.

Data Architect - Level 17

Expand the Government's use of data as a strategic enabler of corporate goals and objectives by strategically designing, developing, and implementing data models for enterprise-level applications and systems. This position also acts as the primary advocate for current operational and new data models, policies, rules, and standards. This position works without supervision and supervises staff on a project basis, as well as being responsible for small to medium projects or portions of medium-large projects.

Why 'Data Architect'

- Design systems that enable government agencies to harness the power of data for more effective and efficient decision-making.
- This leadership aspect can be appealing to those who enjoy guiding teams and taking on responsibilities that contribute to the overall success of projects.
- Working without supervision, Data Architects have the autonomy to make decisions and implement strategies that align with corporate goals.
- Addressing complex data-related challenges and developing solutions that improve overall data management efficiency

Qualifications

To be a Data Architect, you require a diploma or degree in Computer Science, Business Information Technology, Information Management or a related field, as well as experience in Systems Development and database administration.

Educational Institutions in Atlantic Canada offering a program:

- Dalhousie University
- Saint Mary's University
- Cape Breton University
- Acadia University
- Mount Allison University
- St. Thomas University
- St. Francis Xavier University
- University of New Brunswick

DEPARTMENT OF
Finance IT Shared Services

JobsPEI.ca

Start
your
career
here!

Watershed Hydrogeologist - Level 18

Provide leadership and management of the province's water resources through expert hydrologic and hydrogeological assessments, management of administrative permitting processes and auditing of water resource usage. The incumbent will be responsible for the delineation of watershed level surface water and groundwater flow regimes and to advise on their management with respect to both water quantity and quality through the integration with watershed management planning undertaken under the Water Act.

Why 'Watershed Hydrogeologist'

- Supports the implementation of the Water Act and its modernized, transparent water management processes
- Play a strong role in the ability of Islanders to thrive with a high-quality drinking water resource and protect a healthy aquatic environment
- Supports the Department's objectives of conservation and enhancement of the province's natural resources for the benefit of both the environment and the people of PEI.

Qualifications

To be a Watershed Hydrogeologist, you require a Master of Science university degree in hydrogeology with training in saturated/unsaturated groundwater flow and transport modeling and groundwater contamination, as well as considerable experience in groundwater/surface water modelling.

Educational Institutions in Canada offering a program

- *University of Saskatchewan*
- *University of British Columbia*
- *Memorial University*

25



Scan code for updated
salaries and levels.



**Start
your
career
here!**

DEPARTMENT OF
**Environment, Energy
and Climate Action**

JobsPEI.ca

Forest Auditor - Level 15

To provide accurate information on the volumes, types, and locations of biomass being harvested from private and public lands across PEI for the purpose of heating public buildings, leading to regular assessments of which harvests do and do not meet provincial sustainability guidelines. The intent of this work is to verify and report to Government on whether the sustainability requirements of provincial biomass contracts are being met.

Why 'Forest Auditor'

- Supports the implementation of the Water Act and its modernized, transparent water management processes
- Play a strong role in the ability of Islanders to thrive with a high-quality drinking water resource and protect a healthy aquatic environment
- Supports the Department's objectives of conservation and enhancement of the province's natural resources for the benefit of both the environment and the people of PEI.

Qualifications

To be a Forest Auditor, you require a Bachelor of Science in Forest Management or a Diploma from a recognized Forest Technical School with experience in woodlot management including applied silviculture extension activities, and record management

Educational Institutions in Canada offering a program

- *University of Saskatchewan*
- *University of British Columbia*
- *Memorial University*





Start
your
career
here!

DEPARTMENT OF
Environment, Energy
and Climate Action

JobsPEI.ca

Human Resources Assistant - Level 13

Providing HR excellence and demonstrating public service values, this position reports to the HR Manager and is assigned to provide high-quality HR assistance to managers and employees in relation to HR/payroll functions including payroll, staffing, classification, employee benefit administration, general labor relations, and collective agreement administration.

Why 'Human Resources Assistant'

- Support programs that directly impact the well-being and effectiveness of public institutions.
- Gain exposure to various HR functions, allowing them to develop a broad skill set and potentially progress in their HR career.
- Work closely with HR leadership, allowing for mentorship, guidance, and the opportunity to learn from experienced professionals in the field.
- Problem-solving can be rewarding for individuals who enjoy helping others navigate workplace challenges.
- Contribute to positive employee relations and build a positive work environment leading to increased employee satisfaction and productivity.

Qualifications

To be a Human Resources Assistant, you require a diploma in a related field (i.e., Office Administration/Studies, Human Resources Management or Public Administration, or a post-secondary degree with related course work), as well as considerable experience as a human resources generalist (i.e., staffing, processing, collective agreement administration, and interpretation, etc.) in a unionized environment is required.

Educational Institutions in Atlantic Canada offering a program

- University of Prince Edward Island
- Holland College



Scan code for updated
salaries and levels.



**Start
your
career
here!**

**Public Service
Commission**

JobsPEI.ca

Payroll and Benefits Coordinator - Level 11

Providing HR excellence and demonstrating public service values, this position reports to the HR Manager and is assigned to coordinate high quality payroll, benefit and human resource related services ensuring confidentiality, accuracy and accountability. The incumbent of this position must work with a relatively high degree of independence, however using clearly defined processes and procedures. The Coordinator must provide strong guidance to clients (Managers, Supervisors, and employees) to ensure information is in accordance with the Collective Agreement and Personnel/Payroll Administrative Manuals and the necessary personnel documentation is completed, interpreted accurately, and forwarded through the proper channels.

Why 'Payroll and Benefits Coordinator'

- The role allows individuals to contribute to HR excellence by ensuring that payroll, benefits, and human resource services are of high quality. This involves upholding standards of accuracy, confidentiality, and accountability, contributing to the overall effectiveness of the HR function.
- Provide a sense of purpose and contribution to the community by having a critical role in supporting employees and ensuring the smooth functioning of HR-related processes.
- Play a crucial role in maintaining the privacy and confidentiality of employee information, contributing to a culture of trust within the organization.
- Opportunities for professional development, particularly in the areas of HR administration, payroll processing, and benefits management.

Qualifications

To be a Payroll and Benefits Coordinator, you require post-secondary education, as well as experience in payroll procedures and systems; experience with PeopleSoft is preferred.

Educational Institutions in Atlantic Canada offering a program

- University of Prince Edward Island
- Holland College

31



Scan code for updated
salaries and levels.



Start
your
career
here!

**Public Service
Commission**

JobsPEI.ca

Bilingual Autism Specialist - Level 18

Bilingual Autism Specialist provides direct intervention as well as educational support for children with a diagnosis of an Autism Spectrum Disorder. The caseload includes both preschool children enrolled in Intensive Behavioural Intervention (IBI) as well as school-age children who are enrolled in French schools. The position will also provide coaching and training of involved school or IBI staff and to families enrolled in the Early Years Autism Service.

Why 'Bilingual Autism Specialist'

- Design, implement and monitor applied behavioural analysis programming for young children with autism.
- Address challenging behaviour by conducting functional behavioural assessments and develop positive behaviour support plans (BSP) as needed.
- Evaluate the accurate and consistent implementation of teaching programs, data collection and/or behaviour support plans.
- Provide support to optimize student transitions at school entry or between grades and schools.
- Ensure that interventions with documented empirical effectiveness for children with autism are prioritized and form the basis of educational services.

Qualifications

To be a Bilingual Autism Specialist, you require a master's degree in Child Development, Education, Psychology or related field, as well as extensive training in Applied Behaviour Analysis and experience working with preschoolers and school-age children with autism and knowledge in child development.

Educational Institutions in Atlantic Canada offering a program

- *University of New Brunswick*

Educational Institutions in Canada offering a Masters program in ABA

- *Western University*
- *Brock University*

Online programs that offer both Masters ABA and/or Certificate in ABA if already have Masters in degrees mentioned above

- *Sage College*
- *Florida Tech*
- *University of North Texas*
- *Endicott College*

33



Scan code for updated
salaries and levels.



Start
your
career
here!

DEPARTMENT OF
Education
and **Early Years**

JobsPEI.ca

Early Childhood Coach - Level 15

Early Childhood Coaches provide leadership to the early learning and child care system to enhance the quality of experiences for children and families in all licensed early learning and child care centres. This is accomplished through mentorship and coaching practices designed to build on the strengths of educators and staff with the aim of strengthening early childhood pedagogy practices.

Why 'Early Childhood Coach'

- Support the implementation of the PEI Early Learning Framework.
- Provide leadership to early childhood educators with a play-based approach to curriculum delivery.
- Encourage consistency and quality in Early Years Centres through the use of assessment tools and action plans.
- Enhance the level of integration of children with exceptional needs by ensuring adherence to principles of inclusion.
- Monitor Early Years Centre practice to ensure compliance with the Early Years Centre Criteria and bring forward to department management for further direction.
- Support a community of learning within the Early Childhood sector through training and partnership opportunities across the early learning and child care sector.

Qualifications

To be an Early Childhood Coach, you require a university degree in Early Childhood Education, child study or related area of study in Social Science or Education. You also must hold or be eligible to hold an Early Childhood Education certificate under the Early Learning and Child Care Act and Regulations. This position also requires extensive experience in licensed early childhood programs and considerable experience in developing children's programs for infants to school age.

Educational Institutions in Atlantic Canada offering a program

- University of New Brunswick
- Mount St Vincent University

Online programs offering a program

- Algonquin College
- Brock University
- Athabasca College

35



Scan code for updated
salaries and levels.



Start
your
career
here!

DEPARTMENT OF
Education
and **Early Years**

JobsPEI.ca

Early Childhood Resource Support - Level 14

The Early Childhood Resource support position serves to protect and promote the health, safety and wellbeing of Prince Edward Island children through the inspection, investigation, consultation and education of licensed and unlicensed early learning and childcare centres as outlined in the Early Learning and Child Care Act and Regulations

Why 'Early Childhood Resource Support'

- Conduct comprehensive inspections of early learning and child care centres.
- Advise owners, operators, supervisors and staff of any violation and work with them to correct unsatisfactory inspections items to proactively identify and remediate inspection items needing improvement.
- Conduct investigations as the result of a complaint or inquiry.
- Analyze the information gathered to determine if any, violation has occurred.
- Where appropriate, determine the recommended intervention or action required by the centre that needs to be immediately rectified.
- Review applications for certifications to determine if applicant meets the certification requirements.
- Identify training opportunities and educate owners, operators, supervisors, staff, stakeholders and the public on the Early learning and Child Care Act and Regulations.
- Remain current in National trends in regulatory standards in Early Learning and Child Care.

Qualifications

To be an **Early Childhood Resource Support**, you require a university degree in Early Childhood Education, child study or related area of study in Social Science or Education with considerable experience in a licensed early learning and childcare centre. You also must be eligible to hold an Early Childhood Education certificate under the *Early Learning and Child Care Act and Regulations*.

Educational Institutions in Atlantic Canada offering a program

- *University of New Brunswick*
- *Mount St Vincent University*

Educational Institutions in Canada offering a Masters program in ABA

- *Algonquin College*
- *Brock University*
- *Athabasca College*

37



Scan code for updated
salaries and levels.



Start
your
career
here!

DEPARTMENT OF
Education
and **Early Years**

JobsPEI.ca

Heavy Duty Mechanic - Level 12^D

Heavy Duty Mechanics perform quality repair and maintenance services on heavy trucks, light fleet vehicles, school buses, service vehicles, heavy equipment and other related vehicles, so as to reduce equipment downtime. Some work may be performed at roadside or other field locations; departmental service vehicles may be utilized.

Why 'Heavy Duty Mechanic'

- Heavy duty mechanics work on a wide range of vehicles and equipment, from trucks and buses to heavy construction machinery. This variety keeps the job interesting and allows mechanics to gain experience with different types of vehicles and systems.
- Heavy duty mechanics often face complex mechanical issues that require problem-solving skills and critical thinking. Diagnosing and repairing these issues can be intellectually stimulating and rewarding.
- If you enjoy working with your hands and have a knack for mechanical systems, a career as a heavy duty mechanic allows you to apply these skills on a daily basis.
- While heavy duty mechanics often work as part of a team, they also have the opportunity to work independently, especially when performing field repairs or maintenance.
- Keeping heavy equipment and vehicles in good working condition is essential for the safety of workers and the efficiency of businesses.

Qualifications

To be a Heavy Duty Mechanic, you require a successful completion of Grade 12 or equivalent and a Certification of Qualification (Red Seal) as a Heavy Equipment Technician or Truck, and Transport Technician with considerable experience in a heavy equipment mechanical repair environment.

Educational Institutions in Atlantic Canada offering a program

- *New Brunswick Community College*
- *Nova Scotia Community College*

39



Scan code for updated
salaries and levels.



Start
your
career
here!

DEPARTMENT OF
Transportation
and **Infrastructure**

JobsPEI.ca

**Start
your
career
here!**

JobsPEI.ca