



Work

Smart. Youthful. Diverse.

Photo: Greater Halifax Partnership

Find a job

HRM is a thriving business centre with a strong creative community and established business organizations. Major employers in HRM include the telecommunications industry, the health care sector, and all three levels of government.

Business is good. In 2007, 86 per cent of firms anticipated steady or increasing sales, an optimistic outlook that is also reflected in the more than 2,000 new jobs created in 2006. The future looks bright.

The Metropolitan Immigrant Settlement Association provides assistance to newcomers looking to find jobs in HRM. An employment specialist will help you identify career goals; find out how to get your qualifications assessed and recognized; make a realistic action plan; get referral to other useful organizations; develop a resume; access information about educational opportunities; and network with potential employers. To speak with an employment specialist at MISA, please call 423-3607 or e-mail employment_services@misa.ns.ca.

If you would like to find leading employment agencies in HRM, look in the Yellow Pages of the telephone book under "Employment Agencies."

To take a closer look at current job opportunities in HRM, visit:

- www.careerbeacon.com
- www.jobspress.com
- www.allstarjobs.ca
- www.servicecanada.gc.ca

Tip

Foreign credentials

If you are an internationally-educated professional in a regulated occupation, you will need to contact the regulatory authority in your field. For more information about this process, and for services to prepare you for successful integration into the workforce, contact MISA and ask about employment services.

www.misa.ns.ca/iep.php
Phone: 423-3607

Nova Scotia Nominee Program

Nova Scotia Office of Immigration
1741 Brunswick Street, Suite 7104

www.novascotiaimmigration.com
Phone: 424-5230

Employment assistance for persons with disabilities

TEAM Work Cooperative Ltd. brings together organizations that deliver employment-related services to persons with disabilities. Services include career counselling and an onsite resource facility to assist in your career search.

www.teamworkcooperative.ns.ca
Phone: 422-8900

WORKink is a website that provides employment services to people with disabilities. The website provides job search tools, career guidance, and resources on education and employment.

<http://ns.workink.com>
Email: workink@ccrw.org

Networking

Apart from recruitment agencies and job sites, finding a job in HRM involves networking with people in the community. Once you have settled in, it is time to get involved. Join a professional organization, get involved in a local charity, or sign up for a sport. These are all great ways to meet new contacts and further explore the job market. Below is a quick list of helpful organizations:

Halifax Chamber of Commerce

The Halifax Chamber of Commerce is the largest among mid-sized Canadian cities and considered the leading chamber in North America. As the voice of business in HRM, the Chamber advocates on behalf of almost 2,000 members and the 90,000 men and women they employ. The Halifax Chamber of Commerce offers networking opportunities with people in the business community.

www.halifaxchamber.com

Phone: 468-7111

Photo: Metropolitan Immigrant Settlement Association

FUSION Halifax

FUSION Halifax is a networking group for young professionals 20 to 40 years old. These individuals are inspired to make their city a better place to live, work and play. FUSION Halifax highlights existing social, volunteer, economic, leisure, and cultural opportunities and creates new opportunities where none existed before.

www.fusionhalifax.ca

E-mail: info@fusionhalifax.ca

Halifax Women's Network

The mission at the Halifax Women's Network is to provide opportunities for professional women to enhance their careers, increase their contacts, create a positive image, and strengthen their links to the community.

Since 1980, the Halifax Women's Network has become a strong non-profit association of career-directed women who are getting the most out of their busy schedule by networking.

www.halifaxwomensnetwork.com/

E-mail: info@halifaxwomensnetwork.com



Employment Rights & Responsibilities

In Nova Scotia, the Labour Standards Code and its Regulations set the basis for the employer-employee relationship. It outlines benefits such as minimum wage, vacation and holidays, pregnancy/parental leave, the right of retail workers to refuse work on Sundays and holidays, and others. The labour code also outlines rules for the employment of children under 14 and under 16 years of age. It is important to make yourself familiar with these rules whether you are looking for a job or would like to hire employees in your own business.

Both employees and employers have rights and responsibilities under these rules. If either party believes the rules have been broken, a complaint can be filed with the Labour Standards Division. A simple guide to the Code can be found at: www.gov.ns.ca/lwd/employmentrights/docs/LabourStandardsCodeGuide.pdf or you can call 1-888-315-0110 for more information.



Photo: Halifax Immigrant Learning Centre

Minimum Wage Rate

A wage rate is the amount of money an employer pays an employee for each hour of work. In Nova Scotia, the General Minimum Wage Order sets minimum wage rates, which is the least amount of money an employer must pay an employee for each hour of work.

In Nova Scotia there are two wage rates, one for experienced employees and one for inexperienced employees. An experienced employee has done a kind of work for at least three calendar months. An inexperienced employee has done a kind of work for less than three calendar months.

The General Minimum Wage Order also sets employment standards for the following:

- overtime, for some groups
- partial hours
- being called into work at times other than scheduled working hours
- employees waiting for work on the owner's premises
- piecework
- the cost of uniforms
- the cost of board, lodging, and meals

Starting May 1, 2008, employers must pay experienced employees at least \$8.10 per hour. They must pay inexperienced employees at least \$7.60 for each hour of work. The minimum wage rate applies to a work week of 48 hours or less.

For more information, please see the Nova Scotia Department of Labour and Workforce Development website at www.gov.ns.ca/lwd/employmentrights/MinimumWage.asp or call Labour Standards Division at 1-888-315-0110 or 902-424-4311.

Income tax

In Canada, people pay income tax each year, and this money is used to support essential programs such as health care. Although residents must submit their income tax return to the Canada Revenue Agency (CRA) by April 30th, most people automatically have taxes deducted from their paycheque throughout the year. You will receive a refund if too much was deducted or you will have to pay the balance if not enough was deducted.

Once you have filed your income tax, you will also be eligible for tax-credit programs such as the Child Tax Credit and Goods and Services Tax Credit.

Libraries offer assistance on filing income tax.

For more information on services provided by the CRA call 1-800-267-6999 or visit www.cra-arc.gc.ca

Childcare tax benefit

If you have children, you may qualify for certain benefits from provincial and federal governments. You can obtain the application forms and further information from the Canada Revenue Agency: www.cra-arc.gc.ca/benefits



Photo: Halifax Immigrant Learning Centre

Start Your Own Business

If you are interested in starting your own business, there are many resources available to assist you. Your first stop should be to see the Immigrant Business Development Services (IBDS) team at the Metropolitan Immigrant Settlement Association.

IBDS

The IBDS team at MISA provides services and support to immigrants at all stages of business start-up and business development. Their services include providing individual information sessions and referrals, as well as training and networking opportunities. IBDS also creates links with the business community at large and promotes contributions of immigrants while addressing the challenges they encounter. You will also find "Connections: A Business Start-Up Guide" helpful.

www.misa.ns.ca/business_development.php

Phone: (902) 423-3607

Running Your Business

Once you have started your business, you will find helpful resources below.

Greater Halifax Partnership

The Greater Halifax Partnership focuses on business, people and community. With support from their investors and all three levels of government, the Partnership is working to create a competitive business climate in HRM. Through the Greater Halifax Partnership's SmartBusiness program, the organization reaches out to business owners to hear about the challenges, needs, and opportunities that affect competitiveness. With this information, their

task becomes one of tackling obstacles and clearing the way for an even more vibrant and growing economy in Greater Halifax.

www.greaterhalifax.com

Phone: (902) 490-6000

Toll-free: 1-800-565-1191

Human Rights Act

As stated by the Nova Scotian Human Rights Commission: "Nova Scotia's *Human Rights Act* is a provincial law that affirms every person is free and equal in dignity and rights without regard to age, race, colour, religion, creed, sex (gender), sexual orientation, physical or mental disability, ethnicity, national or aboriginal origin, family or marital status, source of income or political belief, affiliation, or activity. The Act also prohibits sexual harassment in all areas of public life."

This means that it is against the law to be judged, or refused employment, or equal pay for any of the reasons listed above. If you feel your human rights, have been violated, you can seek legal advice or action. More on this can be found by reading the Canadian Charter of Rights and Freedoms at <http://laws.justice.gc.ca/en/Charter/index.html>

For more information about the *Nova Scotia Human Rights Act*, visit the Nova Scotia Human Rights Commission website at www.gov.ns.ca/humanrights.

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