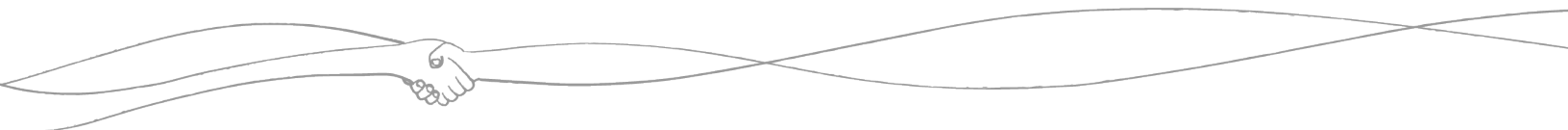




SINGLE WINDOW SERVICE CENTRE

GOVERNMENT SERVICES OFFICER
PROGRAMS, SERVICES, AND OPERATIONS

Government of
Northwest Territories



Single Window Service Centre's (SWSC) in our communities

SWSCs are part of the Department of Executive & Indigenous Affairs, Regional Operations. Each office provides in person services to residence in our small Communities. We have twenty-two locations in the Northwest Territories.

Roles & Responsibilities of the Government Services Officer (GSO)

Government Services Officers (GSO's) are responsible for providing information to the public through the SWSC and improving access to programs and services. The overall goal is to improve service delivery in communities by GNWT departments and agencies to better serve NWT communities. GSO's can navigate through our GNWT systems and have tools to help residents access the programs.

Elder's Day Visits (Thursdays)

During the Elder's Day visits, GSO's assist Elders at their kitchen table, by bringing the applications for programs or services into their homes. Elders can call the GSO in their community to schedule an appointment to visit.

GSO's also work with other resources in Communities or the region to help maximize support for Elders programs and services.

How can a Government Services Officer assist GNWT departments?

GSO's support interactions between GNWT departments that are without an on-going community presence, as well as help with coordination for departments already present in the community. We provide support to Government of Canada, Indigenous Governments, and other organizations to improve access to services and programs to better serve our clients.

GSO's can assist by:

- Advertising for Meetings, sessions, or events
- Attending meetings in communities, as per Managers request
- Network with local organizations
- Provide information on transportation, meeting spaces or accommodations
- Service promotion
- Departmental usage of office space (GSO office) or equipment (Public Computer)

Single Window Service Centre Hours:

- Monday 1:00pm-5:00pm
- Tuesday 1:00pm-5:00pm
- Wednesday 1:00pm-5:00pm
- Thursday (Elder's Day visit) 1:00pm-5:00pm
- Friday 1:00pm-5:00pm

Services provided in our offices

Vital Statistics

- Birth Certificate Application
- Death Certificate Application
- Marriage License Application
- Health Care Card Application
- Health Care Renewal Application
- Name Change Application

ECE

- Senior Home Heating Subsidy Application
- Income Assistance Application

Justice

- Public Trustee Application
- Public Guardian Application

Infrastructure

- Create account on DOT

MACA

- Senior Property tax rebate applications

Finance

- Direct Deposit for GNWT

Service Canada

- Canada Pension Plan Application
- Early Pension Application
- Disability Application
- Survivors' Benefits Application
- Children's Benefit Application
- Old Age Security Application
- Social Insurance Application
- My Service Canada Account
- Passport Application
- Employment Insurance Application
- Employment Insurance online reporting

- Child Rearing Provision Application
- Direct Deposit
- Update Mailing address/phone #
- Print T4A/T4E
- Access to Record of Employment (ROE)

CRA

- My Revenue Canada Account
- Notice of Assessment
- Child Tax Statement
- GST Statement
- Direct Deposit
- Canada Child Tax Benefits Application
- Marital Status

Other services

- Status Card Application
- Enrollment Application
- Possession & Acquisition Application (PAL)

Special Services

- Notary Public
- Marriage License Issuer

Contact Information:

North Slave Office-Yellowknife

Regional Director:

Yvonne Nakimayak

Email: Yvonne_nakimayak@gov.nt.ca

Phone: 867-767-9148 ext.: 11050

Fax: 867-873-0662

Manager, Regional Operations- South:

George Morin

Email: George_morin@gov.nt.ca

Phone: 867-767-9148 ext.: 11051

Fax: 867-873-0662

South Region Offices:

Behchoko	867-392-6046
Fort Providence	867-699-3149
Fort Liard	867-770-2277
Fort Resolution	867-394-3017
Gameti	867-997-3106
Jean Marie River	867-809-2077
Katlodeeche First Nation	867-874-6306
Lutselk'e	867-370-3386
Nahanni Butte	867-602-2046
Wekweeti	867-713-2600
Whati	867-573-3256

Beaufort Delta/Sahtu Office-Inuvik

Manager, Regional Operations- North:

Sheila Nasogaluak

Email: Sheila_Nasogaluak@gov.nt.ca

Phone: 867-678-8055

Fax: 867-777-7443

North Region Offices:

Aklavik	867-978-2285
Colville Lake	867-709-2047
Deline	867-589-4910
Fort Good Hope	867-598-2179
Fort McPherson	867-952-2060
Paulatuk	867-580-3068
Sachs Harbour	867-690-3812
Tsiigehtchic	867-953-3726
Tuktoyaktuk	867-977-2097
Tulita	867-588-3002
Ulukhaktok	867-396-3084