

Where Ability Meets Opportunity

At EmployAbilities, it is our mission to provide specialized services to individuals with disabilities or barriers to employment by creating opportunities for skill development, education, and employment.

We envision an inclusive society where all people are valued, respected, and have the opportunity to work to their full potential.

Since 1974, we have served people with disabilities, barriers to employment, and employers, and acted as a voice of community advocacy. Experience and passion have fueled our leadership in developing programs, services, and resources that increase the economic participation and empowerment of people with disabilities and individuals with barriers to employment. Our services are not about entitlement or compromise, but inclusion and opportunity.

Job Developer Position

EmployAbilities is currently filling one term permanent position of an job developer

Agency Values and Leadership

- Model and promote the Agency values of compassion, collaboration, innovation, integrity, and inclusiveness.

Responsibilities

The role is two-fold:

First, The Job Developer is a dedicated individual with knowledge of different career paths and experience in employment engagement and job development for youth with disabilities and barriers to employment. Create a learning environment that is youth-centered, strength based for youth in the program. The Job Developer's primary role will be conducting assessments, delivering job search training to determine job opportunities for youth.

Second, The Job Developer will maintain long-term partnership with employers. To secure job opportunities for youth in the Learn 2 Earn program. The Job developer in collaboration with supervisor will establish and maintain activities to ensure youth are successfully placed in employment. In addition, the job Developer will provide follow ups to participants, employers and job coach Participants as needed.

Job Development

- Demonstrate the Agency values of compassion, collaboration, innovation, integrity and inclusiveness.
- Conduct individual interviews with Facilitator to determine if they are Ready, Willing and Able (RAW) for employment
- Prioritize skills to effectively facilitate job opportunities for youth by working in partnership with the participants
- Actively connect with employers and seek out career opportunities for Participants
- Identify and recruit prospective employers in the industry with participant's interest
- Work collaboratively with facilitator to facilitate job search skills sessions – networking, interview skills, resumé workshop, creating targeted resumé, providing job search resources to participants

Job Posting

- Encourage participants to have realistic job goals utilizing the (SMART) Specific, Measurable, Achievable, Relevant and Time Bound methodology
- Work with employers to coordinate mock interviews, job interviews, placements and on-site visits
- Identify skills of participants, match with advertised positions by employers
- Stay up to date on relevant labor market information, skills requirements in order to identify and build meaningful relationships with employers
- Provide follow up services after placement including telephone calls, texting and on-site visits to employers and participants as required
- Provide one-on-one job coaching to participants that need until the participant is able to perform job duties accurately and effectively without assistance
- Advocate for youth who may experience difficulties in securing job opportunities
- Support each youth in developing resumes writing and preparation for interviews in a collaborative manner with program facilitator
- Provide ongoing coaching/mentoring to youth who may encounter challenges in the workplace by utilizing the STAR model – Situation, Task Action and Result to a workable solution
- Develop participant resumes, meet participants one-on-on with their resumes to clarify terminologies used in resume
- Outbound emails to external stake holder/employers/contracted staff ccd to supervisor

Community Involvement

- Promote “Learn 2 Earn” program to government, non-profit agencies, local community groups, churches and other ethnic community groups
- Build positive working relationships with individual employers to gain job leads
- Invite four employers to do presentation to the youth on employer expectation in each intake
- Build a strong and productive networking system to solicit job tryouts and employment
- Assist employers with appropriate supports in conjunction with Supervisor

Time/Organizational Management

- Accurately process wage subsidy request, and invoices to program supervisor after checking mailing address, hours worked and right dollar amount are recorded
- Timely respond to emails, voice messages and phone calls before end of the work day
- Submit monthly participant and employer activities to Supervisor
- Provide clients with labour market information, employment and training options in accordance with Learn 2 Earn program guide
- Ensure up to date information is entered into the Client and Employer Data Bases (Apricot) after each intake
- Appropriately close Apricot as each intake comes to an end after the 23 weeks
- Conduct employer follow-up, including texting, emails contact and work site visits as needed
- Update employer contracts, submission of required forms and progress reports monthly
- Work closely with Supervisor to clarify and address issues in case management or staff concerns
- Avoid speaking about staff with other staff and maintain confidentiality at all times
- Communicate clearly with team members and supervisor your needs

Competencies, Skills & Attributes

- Demonstrate respect and understanding of youth with barriers and work towards a standard of excellence
- Knowledge and understand techniques of job development/placement for youth
- Communicate effectively using questions to help a participant express idea, and offering feedback as appropriate
- Working cordially and respectfully with all team members

Why Join the Team

We offer an exciting and challenging work environment, as well as a company culture that values *collaboration*, *innovation*, *inclusion*, *compassion*, and *integrity*.

We provide an inclusive workplace with a highly engaged team that collaborates, supports, recognizes, and celebrates each others' differences.

In addition to a competitive salary, we offer a comprehensive benefits package with RRSP matching, a professional development allowance, fifteen (15) paid personal days, telework as appropriate, and many additional perks.

What Our Employees Have to Say

"I love my job and seeing how big of a difference we can make in people's lives. I also am really thankful to have coworkers that genuinely care about one another and support each other."

"Not only does EmployAbilities have good values, it demonstrates those values to clients and staff. It is the best environment that I have worked in, where my input is valued and all people are respected. EmployAbilities walks the talk."

"I am finally doing what I have always wanted to do as a career. I love the fact I am helping change people's lives one person at a time."

"I love EmployAbilities, I've been here a long time because I still get excited when I tell people about EmployAbilities. I feel awesome about the work we do."

How to Apply

Please submit your complete resume and cover letter to: Maria-Jose@employabilities.ab.ca Jose Portela. In the subject line, indicate Job Developer position.

The deadline for submission is August 2, 2024.

EmployAbilities is an equal opportunity employer, and we are committed to increasing diversity and inclusion in our workforce and in our organizational practices. We encourage candidates of all backgrounds and experiences to apply.

If you require accommodations at any time during the recruitment phase include that information in your application.