

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. Our services are not about entitlement or compromise, but inclusion and opportunity.

Employment Facilitator Career Evolution North Cold Lake

Job Information

Location: Cold Lake Alberta

Part Time/Full Time: Full Time

Temporary/Permanent: Permanent

Hours of Work: 35 hours/ week

Salary Range: \$45,000 to \$50,000

Deadline for Submission: October 4, 2024

Career Evolution North in Cold Lake is looking to recruit a permanent full-time Employment Facilitator to provide employment services to re-entering the workforce or transitioning to other careers. The Employment Facilitator will focus activities within Cold Lake/Bonnyville area. This is an opportunity until September 30, 2026, with the potential for an extension.

Reporting to the Program Supervisor, the Employment Facilitator is responsible for facilitating the skill development of individuals enabling them to pursue and fulfill their employment goals, objectives and aspirations.

Key Responsibilities

- Demonstrate the Agency values of compassion, collaboration, innovation, integrity and inclusiveness.
- Provide referral to alternative programs and community supports providers as required.
- Maintain in-house and government case management files, client service statistics and related documentation in a timely manner.
- Conduct one-to-one employment counseling to enhance client's self-sufficiency and to promote labour readiness.
- Develop client resumes, conduct mock interviews and support client job search.
- Match client's transferable skills and interests with available labour market opportunities.

Technical Skills:

- Proficiency in the use of Microsoft Office 365.
- Knowledge and understanding of database programs an asset.
- Proficiency with Virtual Meeting platforms (Skype, Zoom, Teams Google Meet etc.)

Job Expertise/Experience:

Job Posting

- Previous experience in intake and assessment, case management, adult workshop facilitation, and employment counselling is considered an asset.
- Trauma Informed training considered an asset
- Must have sound knowledge of community resources and labour markets in Cold Lake and Bonnyville; and the ability to network and build partnerships

Educational Background:

- Diploma/Certificate in related field
- Required to have a valid class 5 driver's license and access to a vehicle or reliable public transportation.
- Clear criminal record check including vulnerable sector check
- Must have a valid class 5 driver's license and access to a vehicle.

Soft Skills:

- Compassionate and inclusive person-centered approach
- Exceptional interpersonal and communication skills
- Demonstrated ability to be Adaptable with Strong organizational skills
- Ability to problem solve
- Ability to develop and maintain good rapport

The successful applicant will be required to undergo a criminal record check, including vulnerable sector check.

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.

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."

How to Apply

Please submit your complete resume and cover letter to: Jan Watson by email jan@employabilities.ab.ca

In the subject line, indicate Employment Facilitator – Career Evolution North

We thank all applicants for their interest. All applications will be reviewed. Only individuals selected for interviews will be contacted.

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.