

Employment Facilitator

Job Information

Location: Vegreville, AB

Part Time/Full Time: Full Time

Temporary/Permanent: Permanent

Hours of Work: 35 Hrs. per week

Salary: Starting at \$45,000 – \$47,000 annually

Deadline for Submission: January 3, 2025

EmployAbilities North Program is seeking a permanent full-time Employment Facilitator to support Vegreville, AB.

As an Employment Facilitator, you will play a key role in helping individuals with self disclosed disabilities overcome employment barriers and achieve meaningful careers. This position requires a compassionate and proactive professional who can work both independently and collaboratively to build client success and foster strong relationships with employers and other stakeholders.

This is a hybrid position. The work hours are split between working in a home-based office, out in the community and meeting clients in the Vegreville office.

Case Management & Client Support

- Conduct client needs assessments and create personalized action plans to address identified employment barriers, employability, interests and learning needs.
- Provide one-on-one and group coaching on job search strategies, interview preparation, and overcoming employment barriers.
- Assist clients with referral to alternative programs, community supports, and training opportunities.

Facilitation & Training

- Deliver engaging in-person or virtual workshops to enhance employability skills.
- Develop and adapt program curriculum to meet the unique needs of clients and assist clients with technology needs as required.

Employer and Community Engagement

- Build and maintain strong relationships with employers to create inclusive job opportunities.
- Educate employers about the benefits of hiring individuals with disabilities and available support.
- Actively participate in networking events, job fairs, and outreach to build and maintain professional relationships with employers and community partners.

Qualifications:

- Diploma or certificate in a related field (e.g., social work, business administration, human resources, career development, public relations, marketing or communications).
- A valid driver's license and reliable transportation.
- Clear criminal record and vulnerable sector check.

Technical Skills:

Job Posting

- Proficiency with Microsoft Office 365, database systems, and virtual meeting platforms (Google meets, Teams, etc.).

Experience:

- Previous experience working with individuals with disabilities or other at-risk populations is preferred.
- Experience in job development, recruitment, employment services, case management or outreach and advocacy roles is an asset.

Soft Skills:

- Strong interpersonal and communication skills, including negotiation.
- Ability to build trust and maintain long-term relationships with clients and employers.
- Creative problem-solving skills and adaptability.
- Self-motivated with excellent organizational skills.

How to Apply

Please submit your complete resume and cover letter to: Tina Hull at tina@employabilities.ab.ca . In the subject line, indicate Employment Facilitator – Vegreville.

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.