

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.

Employment Facilitator – Strive 4 Work

Job Information

Location: Edmonton (in person – Strive 4 Work Millwoods location)

Part Time/Full Time: Full Time

Temporary/Permanent: Temporary

End Date: March 27, 2026 with the potential for an extension

Hours of Work: 35 hours/ week

Salary Range: \$52,780 annually

Deadline for Submission: March 7, 2025

EmployAbilities **Strive 4 Work** program has a new and exciting opportunity! We are looking to recruit a temporary full-time Employment Facilitator to provide employment services to persons with disabilities in the Edmonton and surrounding areas.

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

Key Responsibilities

The Employment Facilitator provides individual employment focused intake and assessment, service plan development, job development. Specific responsibilities include:

Employment Development:

- Facilitate group training including employment preparation, personal life management, job search strategies, and employment retention.
- Conduct individual interviews with clients to assist in the identification of appropriate employment goals, employment barriers, and the development of appropriate work experience and job placement strategies.
- Match client's transferable skills and interests with available labour market opportunities.

Job Posting

- Provide referral to alternative programs, community supports and specialized assessment providers as required.
- Support clients in the development of action plans to address identified employment barriers, employability, interests and learning needs.
- Create and maintain up-to-date and accurate files and timely documentation.
- Case Management, maintain in-house data base entries, client service statistics and related documentation in a timely manner.
- Create, monitor and revise client action plans based on agreed upon activities, schedule and results.
- Assist clients in accessing necessary and appropriate interventions and social supports to realize service plan.
- Monitor participant attendance and progress.
- Provide one-on-one training and job coaching tailored to the needs of the participant on the job following a specific training plan until the participant is self-sufficient and able to perform job duties accurately and effectively without assistance.
- Develop and prepare instructional materials to meet the needs of participants.
- Research, develop and enhance program curriculum to address changes in technology, the labor market and/or participant needs.
- Secure, schedule and support sessions offered by external instructors and guests.
- Assist clients with technology needs as required.

Community Involvement

- Promote the program to government and non-profit agencies, local community groups, churches and other ethnic community groups etc.
- Represent the Agency and promote available supports, services and programs to the community and other service providers through networking, presentations, conferences, attendance at job fairs and other business events.

Qualifications:

- Degree or Diploma in Social Work, Rehabilitation, Social Sciences, Special Education or sufficient experience in a field related to Rehabilitation, Personnel or Career Development.
- Previous experience in facilitation, skills training, employment counselling and/or employment development is preferred.
- Previous experience working with persons with disabilities, barriers to employment or other at-risk populations is preferred.
- Must have knowledge of the Edmonton labour market and its employers.
- Must have clear understanding of client confidentiality and FOIP.
- Proficiency in the use of Microsoft Office Suite.
- Must have a valid class 5 driver's license and access to a vehicle.

Successful applicants 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**.

Job Posting

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."

"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: Randy Lawson at rlawson@employabilities.ab.ca . In the subject line, indicate Employment Facilitator.

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.