



## Employment Facilitator – Grande Prairie

<b>Location:</b>	Grande Prairie, Alberta
<b>Temporary/Permanent:</b>	Permanent
<b>Hours of Work:</b>	35 hours / week, (Monday) to (Friday), (8:30) am-(4:30) pm
<b>Salary:</b>	\$46,000-48,000 / year
<b>Application deadline:</b>	August 20, 2025

Join our team! EmployAbilities is looking for an (Employment Facilitator), supporting the (Future Works) program, working hybrid out of our Grand Prairie office (105-10126 117 Ave). The successful candidate will play a pivotal role in empowering individuals with barriers to navigate employment challenges by conducting assessments and creating tailored action plans that steer them toward meaningful career paths. Provides holistic support and proactive follow-ups for long-term success.

### What You'll Do

- Conduct initial client needs assessments to determine eligibility for program
- Provide referral to alternative programs, and community supports as required
- Support clients in the development of individual action plans to address identified employment barriers, employability, interests and learning needs
- Create and maintain up-to-date in-house and government files and daily documentation
- Create, monitor and follow up on individual client action plans using the government database
- Discuss clients' barriers or issues related to employment and develop workable solutions to minimize these barriers or resolve issues
- Develop client resumes, conduct mock interviews and support clients with goals and job search
- Delivery iterant employment services to surrounding communities

### What You'll Bring

- Degree/Diploma/Certificate in human services or a related field or combination of education and related experience
- 1-year previous experience in intake and assessment, case management, and employment counselling
- Previous experience working with persons with barriers to employment or other at-risk populations
- A valid class 5 driver's license and access to a vehicle
- Clear criminal record check including vulnerable sector check

### Needed Skills

- Proficiency in the use of Microsoft Office 365.
- Proficiency with Virtual Meeting platforms (Skype, Zoom, Teams Google meet etc.)
- Excellent interpersonal and communication skills, including written and relationship-building

### How to Apply

Please submit your resume and cover letter to (Jan Watson) at (Jan@employabilities.ab.ca). In the subject line, indicate “(Employment Facilitator – Grande Prairie)”. All applications will be reviewed. Only individuals selected for interviews will be contacted. EmployAbilities is an equal opportunity employer; we encourage candidates of all backgrounds and experiences to apply. If you require accommodations, please let us know in your application.

### **About EmployAbilities**

At EmployAbilities, we help people with disabilities and barriers to employment find jobs and live better lives. We are a collaborative, inclusive workplace that, in addition to providing a competitive salary, offers a comprehensive benefits package with RRSP matching, a professional development allowance, fifteen paid personal days per year, and many other perks.