



Employment Facilitator/Employer Liaison – High Level

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

Join our team! EmployAbilities is looking for a dual role (Employment Facilitator/Employer Liaison), supporting the (Future Works) program, working hybrid out of our High-Level office. The successful candidate will play a pivotal role in empowering individuals with disabilities or barriers to navigate employment challenges and provides holistic support and proactive follow-ups for long-term success. This dual role will also build and maintain strong relationships with employers and community stakeholders across High Level and surrounding communities. This position plays a central role in employer engagement, job promotion, providing training, program and funding application support and supporting successful partnerships with community stakeholders.

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
- Build and maintain strong relationships with employers & stakeholders across High Level and surrounding communities
- Engage in professional consultation and liaise with community agencies and employers, to promote the agency and build partnerships
- Take the Lead in organizing job fairs, employer connections, educational events, and gathering partners
- Liaise with employers to identify potential opportunities for information interviews, mock interviews, and employment opportunities
- Research and develop employer and industry relationships to build understanding of local labour market conditions including available positions, required qualifications and advancement opportunities
- 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 disabilities or 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

- Knowledge of local labour market, resources, and community resources
- 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/Employer Liaison – High Level)”. 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.