



Community Service Coordinator

Location:	Grande Prairie, AB
Temporary/Permanent:	Permanent
Hours of Work:	35 hours/week
Salary:	\$48,000-50,000/ year
Application deadline:	October 17, 2025

Join our team! EmployAbilities is looking for a **Community Service Coordinator (CSC)** to support the EmployAbilities Grande Prairie program, working hybrid out of our EmployAbilities Grande Prairie office. The successful candidate will play a vital role in connecting individuals with disabilities and barriers to a wide range of community resources. Acting as a bridge between clients, service providers, and our internal team, the CSC ensures wraparound support that promotes stability, reduces barriers, and helps clients achieve meaningful employment goals.

What You'll Do

- **Intake, Assessment & Service Coordination**
 - Conduct client needs assessments to identify barriers and determine eligibility for community supports.
 - Provide referrals and connections to external programs, community agencies, and social supports (housing, transportation, health, childcare, etc)
 - Collaborate with team to provide potential solutions in alignment with clients' individual action plans.
 - Support clients in reducing barriers by linking them to appropriate interventions and resources.
- **Community Engagement & Partnership Development**
 - Build and maintain strong relationships with local service providers and community organizations.
 - Act as a liaison to ensure coordinated service delivery and appropriate referrals.
 - Participate in community events, job fairs, and networking opportunities to promote inclusive employment.
 - Follow up with service provider contacts regularly to maintain accurate program information and strengthen referral pathways.
- **Administration & Reporting**
 - Maintain accurate documentation and client records in digital databases.
 - Collaborate with Employment Facilitators and Skills Development Coordinators to ensure wraparound client supports.
 - Track services, monitor outcomes, and report on program effectiveness.
 - Recommend service delivery improvements to meet evolving client needs.
- **Professional Development & Compliance**
 - Stay current with community resources, labour market trends, and best practices in service coordination.
 - Follow organizational policies, confidentiality standards, and safety protocols.
 - Participate in professional development opportunities to strengthen knowledge of community systems and client supports.

What You'll Bring

- Diploma or degree in Human Services, Social Work, Career Development, or a related field.
- Valid Class 5 driver's license and reliable vehicle.
- Clear Criminal Record Check including Vulnerable Sector Check.
- Certifications such as First Aid/CPR, Mental Health First Aid, ASIST, Non-Violent Crisis Intervention, or Trauma-Informed Care (asset).

Needed Skills

- Proficiency with Microsoft 365 (Word, Excel, Outlook, Teams) and database systems.
- Strong digital literacy skills, including virtual platforms (Zoom, Teams, Google Meet).
- Knowledge of community resource navigation, community engagement, and service coordination tools.
- Strong interpersonal and communication skills, with the ability to build trust and rapport quickly.
- Compassionate, inclusive, and client-centered approach.
- Organized, adaptable, and innovative in finding solutions for clients.
- Team collaboration.

How to Apply

Please submit your resume and cover letter to Program Supervisor, Brittany Oracheski, at boracheski@employabilities.ab.ca - in the subject line, indicate “**Community Service Coordinator**”

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.