

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

Location: Edmonton

Part Time/Full Time: Full Time

Hours of Work: M-F 8:30 a.m. – 4:30 p.m. 35 hours/week

Salary Range: \$50,000 to \$55,000 annually

Deadline for Submission: December 12, 2025

EmployAbilities is currently recruiting to fill four (4) full time positions of Employment Facilitator.

EmployAbilities assists clients with disabilities and medical conditions, enabling them to overcome employment barriers and receive the support they need to attain and retain work.

Your Responsibilities:

- Demonstrate the Agency values of compassion, collaboration, innovation, integrity and inclusiveness.
- Working closely with the Service Navigator, the employment facilitator will provide Clients with direct, individualized support to continuously develop job readiness skills and utilize AI tools such as Body Swap & Jobscan to tailor job application documents (such as resumes and cover letters).
- Prepare clients for job interviews, and strategize job search techniques.
- Support clients in job retention by staying connected to clients after employment begins, offering coaching or support if workplace challenges arise.
- As needed the employment facilitator will access exposure courses and employment supports.
- Create and maintain up-to-date and accurate files and timely documentation.
- Maintain case management files, client service statistics and related documentation in a timely manner.
- Utilize career development theory, techniques and methodologies to help individuals identify realistic and meaningful career goals.
- Conduct one-to-one employment counseling to enhance client's self-sufficiency and to promote labour readiness.
- Discuss clients' barriers to employment and develop workable solutions to minimize these barriers.
- Provide clients with labour market information, employment and training options.
- 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.

- Market the program in person, online or via email etc. for continuous recruitment of Individuals to the program
- Undertake special tasks, research, projects and other assignments within the Agency.

Your Qualifications:

- Post- secondary-education in Business, Social or Behaviour Sciences, Human Services, Psychology, Career Development/Career Counselling and/or a related discipline.
- 2+ years related experience and/or equivalent combination of education and professional experience will be considered.
- Minimum two years experience in intake and assessment, case management, employment counselling and/or employment development is preferred.
- Previous experience working with persons with disabilities, barriers to employment or other at-risk population an asset.
- Clear criminal record check including vulnerable sector check.
- Proficiency in the use of Microsoft Office, Suite, Virtual Meeting platforms (Zoom, Teams Google meet etc.).
- 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**.

We provide an inclusive workplace with a highly engaged team that collaborates, supports, recognizes, and celebrates each others' differences.

In addition to a competitive salary, we offer a comprehensive benefits package with RRSP matching, a professional development allowance, fifteen (15) paid personal days, telework as appropriate, and many additional perks.

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 as one document (in Word or PDF format) to: Susan Sibley - susans@employabilities.ab.ca. In the subject line, indicate Employment Facilitator.

The deadline for submission is: December 12, 2025

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.