

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.

Resource Center Worker

Location: Edmonton

Part Time/Full Time: Full Time

Temporary/Permanent: Contract

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 one (1) Resource Center Worker position.

Reporting to the Program Supervisor, the Resource Centre Worker focuses on delivering exceptional customer service to clients accessing the centre. Providing a warm welcome and navigating clients to appropriate services, and responding to inquiries. Provides administrative, support and resource consultant duties in support of agency, clients, and staff.

Key Responsibilities

- Demonstrate the Agency values of compassion, collaboration, innovation, integrity and inclusiveness.
- Assist clients with technology needs as required provide basic computer support to clients e.g. logging on, Windows, Word, Internet, Faxing.
- Conduct intake process with clients to determine employment status, suitability for Agency supports, services and programs.
- Provide referral to alternative programs and community supports as required.
- Input data to assist with monthly statistical reports.
- Provide support as needed for resume development and cover letter services.
- Assist as needed with basic job search and resume application.
- Create and maintain up to date accurate files, and documentation.
- Assist with other paperwork and documents (application forms for programs, services, employment etc.).

Qualifications:

- Diploma/Certificate in Human Services, Office Administration, or related field.
- 2 years previous experience working with persons with disabilities, barriers to employment or other at-risk populations is preferred.
- Experience in Administration and working with the public.
- Knowledge of community resources, programs, and services is an asset.
- Must have clear understanding of client confidentiality and FOIP
- Proficiency in the use of Microsoft Office Suite.
- Clear criminal record check including vulnerable sector check.

The successful applicant 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.

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: Susan Sibley at susans@employabilities.ab.ca . In the subject line, indicate Resource Centre Worker. **The deadline for submission is: December 12, 2025**

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.