

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.

Service Navigator

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: \$55,000 to \$60,000 annually

Deadline for Submission: December 12, 2025

EmployAbilities is recruiting for two (2) full-time Service Navigator positions.

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

Reporting to the Program Supervisor, this position is responsible for conducting assessments with individuals accessing the program. The Service Navigator identifies lifestyle or life stability barriers, clarifies employment goals, recommends the appropriate suite of services, develops Individual Plan and refers clients to outside service providers, as needed.

The Service Navigator plays a key role in supporting individuals with disabilities on their path to meaningful employment. This position involves providing personalized guidance, coordinating services, and acting as a liaison between clients, employers, and support agencies. The ideal candidate is compassionate, resourceful, and skilled in navigating employment and support systems to ensure that clients receive the accommodations and opportunities they need to succeed in the workforce.

Your Responsibilities:

- Demonstrate the Agency values of compassion, collaboration, innovation, integrity and inclusiveness.
- Conduct comprehensive intake assessments to understand client goals, strengths, barriers, and support needs.
- Develop individualized service plans focused on employment and job placement.
- Connect clients with appropriate community resources, training programs, and support services (e.g., transportation, assistive technologies, mental health supports).
- Collaborate with Employment Facilitators and Employer Liaison to align job placements with client skills and goals.

- Monitor client progress and provide ongoing support through the job search, placement, and retention phases.
- Advocate for clients' needs within service delivery and employment contexts.
- Stay current on labor market trends, community resources, and relevant legislation impacting individuals with disabilities.
- Provide individualized assistance and support to clients as required and follow up with clients who are experiencing difficulty.
- Timely and accurate data entry into the agency data base.

Your Qualifications:

- Degree/Diploma/Certificate in Social Work/Disability Services/Human Services or a related field, or a combination of education and related experience.
- 2-years previous experience in identifying life barriers, providing wraparound services, and making appropriate referrals to community resources.
- Previous experience working with persons with barriers to employment or other at-risk populations an asset.
- Strong communication, assessment and case management skills.
- Knowledge of community resources, funding programs, and support networks related to disability and employment.
- Proficiency in the use of Microsoft Office, Suite, Virtual Meeting platforms (Skype, Zoom, Teams Google meet etc.).
- Knowledge of community resources, programs, and services an asset.
- Clear criminal record check including vulnerable sector check.
- 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 to: Susan Sibley at susans@employabilities.ab.ca . In the subject line, indicate Service Navigator. **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.