

Where Ability Meets Opportunity

EmployAbilities empowers individuals with disabilities and employment barriers through skill development, education, and meaningful work, enabled by strong partnerships with employers, community, and government.

We envision being the trusted leader advancing inclusive employment by strengthening communities, partnering with employers, and empowering people with disabilities and employment barriers to achieve their full potential through meaningful work.

Since 1974, our values guide how we advance inclusive employment and strengthen communities. They reflect our commitment to being a trusted leader and to working alongside people with disabilities and employment barriers, employers, community, and government partners to support meaningful work and greater independence.

Job Developer – Strive 4 Work

Job Information

Location: Edmonton (Strive 4 Work Millwoods location)

Work Model: Hybrid work schedules may be available following the successful completion of the probationary period.

Part Time/Full Time: Full Time

Temporary/Permanent: Temporary

End Date: March 27, 2027

Hours of Work: 35 hours/ week

Salary Range: \$52,780 annually

Deadline for Submission: Until suitable candidate is found.

EmployAbilities **Strive 4 Work** program has a new and exciting opportunity! We are looking to recruit a temporary full-time Job Developer to provide employment services to persons with disabilities in the Edmonton and surrounding areas.

Reporting to the Program Supervisor, the Job Developer acts as a vital link between S4W participants and the local business community. In this role, you will provide end-to-end employment support and your primary objective is to create sustainable employment matches that meet the specific needs of both the employer and the participant.

Key Responsibilities

The Job Developer delivers targeted employer outreach and provides ongoing job coaching to ensure placement retention. Specific responsibilities include:

Employer Engagement & Business Development

- Build and maintain strong working relationships with individual employers to gain job leads and uncover hidden opportunities.
- Market participants to potential employers utilizing information gathered during the intake and job search process.
- Build a strong, productive networking system to solicit job tryouts, work experiences, and workplace training opportunities.
- Identify employer needs regarding potential positions to ensure the right fit.
- Work with employers to coordinate interviews, placements, and on-site visits when required.

Participant Support & Job Coaching

- Conduct individual interviews in conjunction with S4W staff to identify employment goals, barriers, and readiness for employment.
- Ensure successful placements by aligning participant skills with the employer's specific requirements.
- Provide one-on-one training and job coaching tailored to the needs of the participant, following a specific training plan until they are self-sufficient.
- Assist employers with appropriate supports and accommodations in conjunction with S4W staff.
- Provide follow-up services after placement, including phone or email contact and on-site visits, to ensure long-term retention.
- Work collaboratively with the Employment Facilitator to deliver job-readiness training and education to program participants.

Administration & Reporting

- Ensure up-to-date information is entered into case management software.
- Submit monthly participant and employer activity reports within designated timeframes.
- Conduct comprehensive Work Readiness Assessments with program applicants to evaluate employment readiness, barriers, strengths, and support needs.

Community Involvement

- Promote the program and represent the agency by building relationships with government and non-profit agencies, local and ethnic community groups, and other service providers through networking, presentations, conferences, job fairs, and related community and business events

Qualifications:

- Degree/Diploma in Social Work, Rehabilitation, Social Sciences, Special Education or sufficient experience in a field related to Rehabilitation, Personnel or Career Development.
- Comprehensive knowledge of the Edmonton labour market and local employers, paired with a firm grasp of client confidentiality and privacy legislation, including the Access to Information Act (ATIA) and the Protection of Privacy Act (POPA).
- Previous experience in employment counselling and/or employment development is required.
- Previous experience working with persons with disabilities, barriers to employment or other marginalized populations is required.
- Ability to pass a Vulnerable Sector Check.
- Proficiency in the use of Microsoft Office computer software.
- Must have a valid class 5 driver's license and access to a vehicle.

Core Competencies:

- Demonstrate unwavering respect and empathy for individuals facing barriers to employment while maintaining a high standard of service excellence.
- Possess a strong working knowledge of adult job development and placement techniques.
- Utilize active listening and effective questioning to help participants articulate their ideas and goals.
- Provide constructive, appropriate feedback to participants during meetings to support their growth.
- Communicate effectively with employers by demonstrating a clear understanding of their business expectations and bottom-line priorities.

Successful applicants will be required to undergo a criminal record check, including vulnerable sector check.

How to Apply

Please submit your application through Indeed: [Job Developer - Strive 4 Work, Edmonton, AB T6K 3L6 - Job Details - Indeed for Employers](#) (please Ctrl + Click to Follow Link)

We thank all applicants for their interest. All applications will be reviewed. **Only individuals selected for in-person 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.