Skills Development Trainer

Location: Cold Lake, AB

Temporary/Permanent: December 31, 2028 (with the possibility of extension)

Hours of Work: 35 hours / week, (Mon) to (Fri), (8:30) am-(4:30) pm

Pay: CA$47,000.00 - CA$51,000.00 per year

How to apply: Please submit your application through Indeed: Cold Lake, Ab Skills development trainer Jobs – 12 Openings This Week | Workopolis

JOB SUMMARY

The Skills Development Facilitator delivers structured, participant-centered training programs designed to support individuals with disabilities, medical conditions, or complex barriers in building foundational skills for employment. This role focuses on developing practical workplace skills, confidence, and readiness through engaging, adaptive learning experiences.

Working in both in-person and virtual environments, the Facilitator creates a supportive, inclusive, and trauma-informed learning space that responds to diverse learning needs and varying levels of readiness. In collaboration with Case Managers and Peer Support Workers, the Facilitator supports participant progress, reinforces action plan goals, and helps bridge the gap skill development and employment readiness.

KEY RESPONSIBILITIES

Program Delivery & Participant Support

- Facilitate engaging in-person and virtual training sessions aligned with the program curriculum
- Create an inclusive, supportive learning environment for individuals with diverse needs, including disabilities and limited work experience
- Adapt facilitation style and materials to meet varying learning needs
- Prepare and organize session materials, activities, and presentations
- Provide basic technical support to participants during virtual sessions
- Build strong, respectful relationships with participants and foster a safe group environment
- Support participants in developing confidence, communication, and workplace readiness skills
- Address barriers to participation by connecting individuals with appropriate supports
- Facilitate a community-based group project that builds teamwork, confidence, and real-world skills
- Support participants in planning, organizing, and completing group-based activities
- Develop and deliver supplemental workshops and learning materials that support employment readiness and address emerging needs (e.g., disclosure, workplace mental health, boundaries, job search safety)

- Provide short-term, one-on-one support to participants to reinforce learning, address challenges impacting participation, and support skill development

Recruitment, Intake & Assessment

- Support outreach and recruitment of participants into the program
- Conduct screening and intake to determine eligibility and program fit
- Collaborate with referral partners and internal staff to support participants
- Assess participant skills, strengths, and barriers at program entry and exit
- Monitor participant progress throughout the program using structured tools and observations

Case Collaboration & Participant Progress

- Participate in regular case conferencing with case managers and support staff
- Share observations on participant engagement, progress, and support needs
- Help identify appropriate next steps for participants, including employment, further training, or additional supports

Program Administration & Community Engagement

- Maintain accurate and timely documentation in government and internal databases
- Track attendance, participation, and required reporting metrics
- Represent the program and agency within the community and with referral partners
- Support recruitment efforts through community outreach and relationship building

SUMMARY OF QUALIFICATIONS

Education

- Degree, diploma or certificate in a related field (e.g., social work, education, career development, human services, or training and development), or an equivalent combination of education and relevant experience.

Experience

- Experience facilitating group training, workshops, or educational programs
- Experience working with individuals with disabilities or barriers to employment
- Experience in employment services, skills training, or adult education an asset
- Experience with participant assessment, case notes, or program documentation is preferred

Technical Skills

- Proficiency with Microsoft Office 365 and virtual platforms (Teams, Google Meet)
- Experience using databases for documentation and reporting
- Ability to troubleshoot basic technical issues in virtual learning environments

Soft Skills

- Strong facilitation and presentation skills
- Ability to engage and motivate individuals with diverse learning needs
- Excellent interpersonal and relationship-building skills
- Ability to manage group dynamics and create a safe, inclusive space
- Self-motivated with strong time management and organizational skills

Additional Requirements

- Valid driver's licence and access to reliable transportation
- Clear criminal record and vulnerable sector check

How to Apply

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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 by contacting hr@employabilities.ab.ca). In the subject line, indicate "(Job Title- Accommodation)".

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.