



INTERNAL/EXTERNAL JOB POSTING

Employment Specialist – Permanent Position 37.5 hours per week

If you enjoy building relationships with businesses and the community and you excel at promoting people's strengths, this could be the position for you!

At Ability Employment, we are dedicated to empowering individuals with disabilities to achieve their employment goals. As an Employment Specialist, you will play a crucial role in supporting clients on their journey towards meaningful employment by helping them identify their skills and interests, and supporting them to pursue, obtain and maintain employment.

As an Employment Specialist, your main responsibilities will include:

- Developing positive, supportive relationships with job seekers and potential employers
- Exploring employment and work experience opportunities in various fields
- Supporting individuals to develop an action plan aligned with their employment goals
- Assessing and matching individual skills, abilities, and interests to potential employment opportunities
- Developing jobs and partnerships with employers and community agencies
- Providing skill-building workshops, work experiences, and other educational opportunities

As an Employment Specialist you must have:

- ✓ Excellent time management and organizational skills
- ✓ Self-initiative and resourcefulness
- ✓ Experience in employment/career counseling or similar related experience, or eagerness to learn to be an Employment Specialist
- ✓ Excellent interpersonal and communication skills
- ✓ Professional conduct and attitude, strong work ethic and follow through
- ✓ Experience supporting people with disabilities is preferred

Qualifications Include:

- Experience in the Employment Support Services field is an asset
- Post-Secondary Education in a related field – Certificate, Diploma, or Degree required
- Proof of Valid Driver's License, \$2 Million Liability Insurance, Driver's Abstract, Safe vehicle for work use
- Current Police Information Check, including the Vulnerable Sector

Please submit your cover letter & resume to:

Matt Bergen - Services Director at servicesjobs@abilityresource.ca

subject line: EMPLOYMENT SPECIALIST

or in person at 1610 29 Street N

Lethbridge, AB T1H 5L3

Applications will be received until a suitable candidate is found.

Only applicants who are offered an interview will be contacted.