Embrace the Possibilities

Employment Developer

Career and Workforce Development Services
Monday to Friday - 37.5 hours/week

At Ability Employment, we work alongside individuals with disabilities to achieve their employment goals and build more inclusive workplaces in our community. Through our Career and Workforce Development services, including our Work-Based Learning programs, job seekers build skills, gain hands-on experience, and connect with employers who value what they bring. As an Employment Developer, you will partner with job seekers, employers, and a collaborative, go-getter team to turn goals into meaningful, lasting employment.

In this role, you will:

- Provide case management and individualized employment planning for job seekers, including career and resume development, job searching, and interview skills.
- Develop and implement job seeker action plans, monitoring progress and documenting outcomes.
- Coordinate work-based learning opportunities, including job shadows, workplace simulations, volunteer placements, and paid work experiences.
- Provide on-the-job training and coaching, and make referrals as needed.
- Build and maintain relationships with local employers, promoting inclusive hiring and workplace accommodations.
- Follow up with job seekers and employers to promote job retention and long-term success.
- Deliver workshops, group-based education, and community outreach.
- Collaborate with team members, attend meetings, and help orient new employees, students, and volunteers.
- Contribute to a positive, respectful work environment.
- Complete required documentation, including monthly summaries and progress reports.
- Uphold confidentiality and respect individual rights as outlined in relevant legislation.

Skills that will help you succeed:

- ➢ Dynamic, energetic, and self-initiating attitude.
- ➢ High flexibility and adaptability in diverse environments.
- ➢ Professional conduct, strong work ethic, and reliable follow-through.
- ➢ Understanding of disability-related barriers to employment and inclusive hiring practices, or an eagerness to learn.

Qualifications include:

- ✓ Post-secondary education in a related field (Certificate, Diploma, or Degree) preferred; relevant equivalencies will be considered.
- ✓ Experience in employment support, career development, or community engagement is an asset.
- ✓ Strong interpersonal, communication, and relationship-building skills.
- ✓ Ability to work independently while collaborating as part of a proactive, goal-oriented team.
- ✓ Valid driver's licence, $2 million liability insurance, reliable vehicle.
- ✓ Current Police Information Check with Vulnerable Sector.

How to Apply:
Please submit your cover letter and resume to:
employment@abilityresource.ca
Or in person at: 416 8th Street South, Lethbridge, AB.

Applications will be received until a suitable candidate is found.
We thank all applicants for their interest, however, only those who are offered an interview will be contacted.