



INTERNAL/EXTERNAL JOB POSTING

Intake Coordinator/Systems Navigator – Employment Services Full-time Employment (37.5 hours/week)

At Ability Employment, we are committed to empowering individuals with disabilities who face multiple barriers to employment. As the **Intake Coordinator and Systems Navigator** on the Employment Team, you will play a vital role in guiding clients toward meaningful work. You will help them explore their skills and interests, and support them in pursuing, securing, and sustaining employment opportunities.

As an Intake Coordinator/Systems Navigator, your main responsibilities will include:

- Conducting intake procedures and assessments for all clients seeking employment services
- Navigating the needs of the client to integrate wrap-around services
- Supporting individuals to develop an action plan aligned with their employment goals
- Assessing and matching individual skills, abilities, and interests to potential employment opportunities
- Coordinating skill-building workshops, work experiences, and other educational opportunities
- Collaborating with the Ability Employment team and sharing duties as needed

As an Intake Coordinator/Systems Navigator 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
- ✓ Excellent interpersonal and communication skills
- ✓ Professional conduct and attitude, strong work ethic and follow through
- ✓ A person-centered and flexible approach to providing support

Qualifications Include:

- Post-Secondary Education in a related field – Certificate, Diploma, or Degree required
- Experience or understanding of working with people with disabilities and other vulnerable populations
- Extensive knowledge and understanding of community resources, government programs, and other services and support
- Experience in the Employment Support Services field is an asset
- 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:

**Kristen - Services Director at servicesjobs@abilityresource.ca
or in person at 1610 29 Street N, Lethbridge, AB T1H 5L3**

Interviews will begin October 20th, 2025.

Applications will be accepted until a suitable candidate is found.

Thank you to all who apply – only those selected for an interview will be contacted.