



INTERNAL/EXTERNAL JOB POSTING

Employment Specialist

FTE - Monday to Friday - 37.5 hours/week

**please include a cover letter and resume in your application*

Ability Employment is seeking an Employment Specialist to support individuals living with chronic mental health conditions in achieving meaningful employment. In this role, you will help clients identify their strengths and interests, develop action plans, and build the skills needed for success in the workplace. You will also connect with local employers and community organizations to create inclusive opportunities and encourage community engagement. If you are passionate about supporting individuals in reaching their employment goals and creating pathways to meaningful work, this could be the perfect position for you!

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
- Maintaining accurate documentation and tracking progress
- Collaborating with team members and participating in meetings
- Promoting awareness of mental health and inclusive employment practices

Skills that will help you succeed:

- ✓ 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
- ✓ Experience supporting people with disabilities is preferred

Qualifications Include:

- Post-secondary education in a related field (Certificate, Diploma, or Degree required)
- Experience in Employment Support Services is an asset
- Valid driver's license, \$2 million liability insurance, reliable vehicle
- Current Police Information Check including Vulnerable Sector

Please submit your cover letter & resume to:

servicesjobs@abilityresource.ca

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.