



INTERNAL/EXTERNAL JOB POSTING

Employment Developer – Work Based Learning Services

FTE - Monday to Friday - 37.5 hours/week

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

At Ability Employment, we are dedicated to empowering individuals with disabilities to achieve their employment goals. Our team is launching a new Work-Based Learning program to support inclusive employment and skill development in practical settings. As an Employment Developer, you will play a crucial role in supporting clients on their journey towards meaningful employment by helping them identify their skills and interests, supporting them to pursue, obtain and maintain employment.

Your main responsibilities will include:

- Supporting clients in career planning, job search, resume development, interview skills, and employment maintenance.
- Delivering on-the-job training and informal counseling; make referrals as needed.
- Developing and maintaining relationships with local employers; promoting inclusive hiring and workplace accommodations.
- Developing and organizing work experiences, job shadows, work simulations, and volunteer placements.
- Developing and implementing employment action/support plans; monitoring progress and document outcomes.
- Completing all required documentation, including monthly summaries and progress reports.
- Collaborating with team members, attend meetings, and contribute to a positive, respectful work environment.
- Assisting with orientation of new employees, students, and volunteers.
- Participating in workshops, group-based education, and community outreach.
- Upholding 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 eagerness to learn.

Qualifications include:

- ✓ Post-secondary education in a related field (Certificate, Diploma, or Degree required).
- ✓ Experience in employment support, career development, or community engagement is an asset.
- ✓ Strong interpersonal, communication, and relationship-building skills.
- ✓ Ability to work independently and as part of a team.
- ✓ Valid driver's license, \$2 million liability insurance, reliable vehicle.
- ✓ Current Police Information Check with Vulnerable Sector.

How to Apply:

Please submit your cover letter and resume to:

Kristen Ainscough – Services Director

Email: 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.**