



Embrace the Possibilities

Employment Specialist
2 Permanent Full-time Positions

Employment Specialists provide job development and job placement services for adults and youth with disabilities. This position with the JobLinks Employment team, will find suitable employment opportunities in the job market, develop employer capacity to hire people with disabilities, and create ongoing success of the employee-employer relationship. Employment Specialists must have strong interpersonal skills; excellent verbal and written communication skills; demonstrate self-initiative, resourcefulness, creativity, and flexibility; be outcomes-focused; and, have a firm belief that by focusing on abilities and opportunities, people can achieve their individual goals.

As an Employment Specialist, your main responsibilities will include:

- Developing positive, supportive relationships with job seekers and potential employers
- Developing individualized employment support plans
- Assessing and matching individual skills, abilities and interests to employment opportunities
- Developing jobs and partnerships with employers
- Actively participating and collaborating in a team environment
- Demonstrating professional verbal and written communication skills
- Providing community education/leading workshops

As an Employment Specialist you must have:

- ✓ Excellent time management and organizational skills
- ✓ Experience in employment/career counseling or similar related experience
- ✓ Excellent interpersonal 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
- Post-Secondary Education in a related field
- 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:

Human Resources Director

1610 29 Street N

Lethbridge, AB T1H 5L3

or online to abilityresourceleth@gmail.com

Applications will be received until suitable candidates can be found.