



Embrace the Possibilities

INTERNAL/EXTERNAL JOB POSTING

Join our Employment Services Team!

Hiring for Multiple Full-Time Positions – 37.5 hours/week

If you enjoy building relationships, creating opportunities, and helping people achieve their employment goals, this may be the position for you!

Ability Employment supports individuals with disabilities and other barriers to employment to build skills, gain experience, connect with employers, and achieve meaningful employment outcomes. Through individualized employment and career development services, we help people prepare for, obtain, and maintain employment while supporting employers to build inclusive and successful workplaces.

As an Employment Services team member, you will be part of a collaborative team delivering a broad range of employment services, including employment preparation, skill development, work-based learning, employer engagement, job placement, workplace support, and career development. Team members contribute across all areas of the program, with responsibilities shaped by their strengths, experience, and expertise to best support job seekers, employers, and community partners.

As part of the Ability Employment team, your main responsibilities will include:

- Supporting individuals to build skills, achieve employment goals, and secure meaningful employment.
- Delivering employment and career development services through individualized supports, group programming, and workplace coaching.
- Building relationships with employers and community partners to create inclusive employment opportunities.
- Supporting job seekers and employers through job development, placement, retention, and ongoing employment supports.
- Contributing to program delivery, community engagement, documentation, and continuous improvement initiatives.
- Working collaboratively with team members to achieve shared outcomes and respond to evolving program needs.
- Completing assessments, maintaining documentation, and ensuring timely, accurate service records and reporting.

- Participating in ongoing professional development and educational training opportunities.

As part of the Ability Employment Team, you must demonstrate:

- ✓ Exceptional interpersonal, communication, and relationship-building skills
- ✓ A person-centered, strengths-based approach to service delivery
- ✓ Initiative, adaptability, and sound problem-solving skills
- ✓ The ability to work independently and collaboratively
- ✓ Commitment to diversity, equity, inclusion, and accessibility
- ✓ Strong organization, documentation, and time-management skills
- ✓ A passion for helping people achieve meaningful employment outcomes

Qualifications Include:

- Post-secondary education in Human Services, Career Development, Disability Studies, Social Work, Education, Business, or a related field is preferred
- Experience in employment services, disability services, workforce development, human services, community engagement, employer relations, career development, or related fields is considered an asset
- Experience facilitating groups, delivering training, job coaching, employment development, or employer engagement is considered an asset
- Valid Driver's License and reliable vehicle
- Current Police Information Check, including Vulnerable Sector Check

Compensation and Benefits:

- Competitive wages based on qualifications, education, and experience.
- Health and dental benefits, paid time off, a positive workplace culture, and support for work-life balance.

Join Ability Employment; a collaborative team where your work makes a meaningful difference in the lives of individuals, employers, and the community.

Please submit your cover letter and resume to:

employment@abilityresource.ca, or in person at 416 8th Street South, Lethbridge, AB.

We thank all applicants for their interest in Ability Resource Association; however, only those selected for an interview will be contacted. This competition will remain open until suitable candidates are found.