



INTERNAL/EXTERNAL JOB POSTING
Employment Specialist – Employment Services
Full-time - 37.5 hours/week

At Ability Employment, we are dedicated to supporting individuals living with disabilities who face multiple barriers to employment in achieving their employment goals. As an **Employment Specialist**, you will play a crucial role in directly supporting clients on their journey towards meaningful employment by helping them identify their skills and interests, and supporting them to pursue, obtain and maintain employment.

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
- Providing direct services in a group and /or individual support model including resume development, interview skills, job search, employment maintenance, and more
- Assessing and matching individual skills, abilities, and interests to potential employment opportunities
- Developing jobs and partnerships with employers, community agencies, and volunteer placements
- Providing skill-building workshops, work experiences, and other educational opportunities as required

As an Employment Specialist you must have:

- ✓ Excellent time management and organizational skills
- ✓ Self-initiative, confidence, and resourcefulness
- ✓ Experience in employment or career counseling and understanding of the labour market (or a willingness to learn)
- ✓ Strong interpersonal and communication skills
- ✓ Professional conduct, attitude, work ethic, accountability and follow through

Qualifications Include:

- Knowledge and understanding of the barriers to employment experienced by people with disabilities
- Ability to motivate and empower clients with diverse needs and backgrounds
- Post-Secondary Education in a related field – Certificate, Diploma, or Degree required
- Experience in Career Counselling or Employment Support Services 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.