

Employment Placement Specialist

Prospect, one of Alberta's most innovative and leading non-profits, is seeking skilled Employment Placement Specialists to join our supported employment team. You will have experience working with people with a broad range of disabilities including mental illness and developmental disabilities. Your approach to working with stakeholders and partners is highly innovative, creative, dynamic, collaborative, and outcomes focused.

Reporting to the Project Manager, you will lead, develop and coordinate efforts that will result in a more fully integrated workforce in Calgary. You will work closely with employers to develop relationships, promote people with disabilities in the workforce, and build capacity to address issues facing the labour market and people with disabilities.

Responsibilities include fostering and building relationships with a variety of employer partners, educating employers about people with disabilities, and facilitating direct connections between employers and clients. You will support clients and employers to develop the skills necessary to sustain long term paid employment.

In addition to key project elements, you will demonstrate and maintain solid understanding of supported employment strategies, and assume direct accountability for the management and support of clients throughout the placement phase.

KEY RESULT AREAS INCLUDE:

- Integrated workforce development
- Relationship development
- Employment matches between employers and clients
- Development of job retention strategies

QUALIFICATIONS:

- Understanding of Calgary labour market, workforce initiatives
- Understanding of supported employment
- Sound knowledge of diversity, inclusion strategies, and people with disabilities
- Excellent presentation, written and verbal communication skills
- Proven ability to manage details with a strong focus on quality and outcome achievement
- Post secondary degree or diploma in Human Service, Human Resources, or Business Administration or equivalent experience
- Must have a valid drivers license and reliable vehicle

HOW TO APPLY:

Interested applicants are invited to submit a resume and cover letter by e-mail, quoting reference #AXEPS-014 in the subject line to careers@prospectnow.ca.

All applicants must be legally entitled to live and work in Canada, and only those applicants selected for interview will be contacted. No phone calls please.