

# EPSS

EMPLOYMENT  
PLACEMENT AND  
SUPPORT SERVICES



*“Working To Get Central Alberta Working”*



**If you believe in enhancing the quality of life of others by providing innovative community and employment services, We Want to Hear From You!**

**Work Hours:** 37.5 hour work week (generally M to F 8:00 to 4:30 pm) with flexibility to work evenings and weekends as required.

**Why Choose EPSS?** EPSS believes in quality services that come from quality staff. Through EPSS you will have opportunities to participate in advanced training and work with a skilled and innovative team to support Albertan's to reach their employment goals!

**If you share our commitment to provide quality employment and training services using a client-centered approach,**

Please forward your cover letter, resume and **three references** to BOTH:

**Name:** Chris Upsdell  
**Email:** [cupsdell@epssworks.com](mailto:cupsdell@epssworks.com)

**Name:** Jolene Van Vliet  
**Email:** [jvanvliet@epssworks.com](mailto:jvanvliet@epssworks.com)

**Fax:** 403-309-2022

## Employment Specialists

Full-Time –12 & 9 Month Contract Positions  
working with the Opportunities Fund

These position will focus on: Providing supports to assist individuals to find success in their employment goals..

We are seeking dynamic individuals who have skills and experience in the following areas:

- Collaboratively creating individualized goals designed to build upon the Client's existing assets and develop realistic plans to achieve goals
- Providing one-on-one supports to individuals to assist them with career planning, employment preparations, active job search, and employment maintenance
- Attending community and employer networking events to understand workforce characteristics to assist Clients in developing the skills necessary to meet employer hiring requirements
- Familiarity with local employers and current labour market trends to market Clients to potential employers to promote successful employment outcomes
- Excellent Resume and Cover Letter writing abilities

*Travel within Red Deer and Central Alberta to connect with Clients and Employers and Community Service Providers is required (mileage is reimbursed)*

### Desirable Skills and Experience for our Employment Specialist

- Strong computer skills including knowledge of MS Word and Outlook and familiarity using technology to deliver online services
- Familiarity with the challenges with impacting factors Clients may experience including: mental health concerns and developmental and physical disabilities
- Experience working in career and employment counselling teaching; resume and cover letter writing, job search and interview skills, effective job maintenance.

### Employment Requirements Include:

- 2 Years of Related Post-Secondary Education
- 2 Years of Related Human Service Experience
- Criminal Record Check/Vulnerable Sector Check
- Child Intervention Check
- Reliable Vehicle and Drivers Abstract
- First Aid certification

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