



“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: The position is 37.5 hours (5 days) of work each week – generally working Monday to Friday. Note: All Employment Specialist positions require 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 Albertans 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: Jen Mastel

Email: jmastel@epssworks.com

Name: Jolene Van Vliet

Email: jvanvliet@epssworks.com

Fax: 403-309-2022

We Are Hiring

Community Futures Treaty 7 Employment Specialist & Marketer (Contract Position)

We are seeking an experienced individual with skills in the following areas:

- Able to provide one-on-one supports to individuals to assist them with career planning, employment preparations, active job search, and employment maintenance
- Strong connection to or understanding of the cultural considerations of the First Nations communities
- Familiar with the employability strengths and challenges faced by First Nations job-seekers
- Comfortable developing and facilitating life skills, as well as job search related workshops
- Familiar with local employers and current labour market trends
- Capable of marketing clients to potential employers to promote successful employment outcomes
- Able to build and maintain strong employer relationships and networking
- Aware of service providers and community resources available within Central Alberta and able to make referrals when necessary
- Familiar with the challenges individuals may be experiencing including mental health concerns, developmental and physical disabilities and able to work collaboratively with stakeholders such as caseworkers, family members, healthcare professionals and teachers
- Efficient in paperwork, data collection and meeting deadlines
- Proficient in Microsoft applications with strong communication, documentation and data entry skills
- Teamwork, collaboration and effective communication

This position requires out of town travel to a variety of locations within Central Alberta – reimbursement for travel expenses is provided.

Being creative and open minded are incredibly valuable in this position.

Employment requirements include:

- Proven track record of successful direct client marketing
- 2 years of related post-secondary education
- Criminal Record Check/Vulnerable Sector Check
- Child Intervention Check
- Reliable vehicle and Drivers Abstract
- First Aid