



*"Working To Get Central Alberta Working"*



If you are a youth between the ages of 18 and 30 and looking to gain valuable work experience, contact us today!



**This Canada Summer Jobs Grant position is for 8 weeks with the possibility of extension**

**Work Hours:** 35 hour work week (generally Monday to Friday, 8:30 to 4:30 pm) with flexibility to work evenings and weekends as required.

**Start Date:** As soon as the qualified candidate is identified.

Please forward resume and **three references** to:

**Jolene Van Vliet**

Program Coordinator

Email: [jvanvliet@epssworks.com](mailto:jvanvliet@epssworks.com)

**Chris Upsdell**

Program Coordinator

Email: [cupsdell@epssworks.com](mailto:cupsdell@epssworks.com)

Fax: 403-309-2022

## Canada Summer Job Grant

Employment Placement and Support Services is seeking:

### Employment Specialist Assistant

35 hours/week - \$ 21.50 / hr

Do you enjoy meeting new people? Do you want to work in an environment that creates opportunities for growth and networking? Are you interested in making a difference by supporting individuals to find success in their community?

***Then look no further, we want to hear from YOU!***

**Through this position you will have the opportunity to:**

- Assist individuals to identify their strengths and transferable skills
- Work one-on-one with individuals to assist them with career planning, employment preparations, active job search, and employment maintenance
- Facilitate life skills and job search related workshops
- Research and design new workshop curriculum and program resources
- Connect with local employers through one-on-one conversations and conducting employer surveys
- Gain knowledge of service resources available within the Red Deer area and support individuals to connect to community resources
- Travel within Red Deer and the surrounding area to connect with Clients, employers and community service providers
- Accurately maintain statistical information and complete documents/reports

#### **Desired Requirements Include:**

- Criminal Record Check/Vulnerable Sector Check
- Post-secondary education in the human service
- Reliable Vehicle and Drivers Abstract
- Familiarity with the challenges adults with impacting factors may experience including: mental health concerns and developmental and physical disabilities

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