



**HIRE Career Advisor (part time)
(Having Inclusive Rewarding Employment)**

Inclusion Foothills has a challenging and rewarding position within the HIRE team of employment specialists. As the Career Advisor your role will include assisting individuals with disabilities who have little or no labour force attachment to prepare for and obtain employment or self-employment, and to develop the skills necessary to maintain that new employment. Additionally, you will develop long term business relationships in order to find employment opportunities for participants matching appropriate employment leads based on their skills and interests. The Career Advisor will support employers by preparing them for the inclusion of persons with disabilities into their workplace, and will include activities that precede the placement of participants with employers. Your role will focus on advocating for the inclusion of our participants within their employment ensuring successful placements and job retention.

Key Areas of Responsibilities:

The Career Advisor will offer a mixture of activities tailored to facilitate the inclusion of persons with disabilities into the labour market. These activities may be delivered in group based (virtual) workshops and/or delivered individually.

The activities may include the following:

- Provision of employment related resources such as labour market information
- Job search and job placement services
- Employment counselling
- Needs determination
- Pre-employment workshops
- Job coaching, job maintenance and post employment supports
- Creation of new business partnerships through networking
- Maintain participant case management files and databases
- Collaborate as a member of a larger team, working towards the best interest of the participants

Qualifications for the Position

- Skilled in effective marketing and networking within the business sectors throughout the Foothills
- Strong ability to plan, coordinate and implement employment related curriculum to enhance employment readiness skills for people with disabilities
- Excellent communication, facilitation and interpersonal skills, experience in conflict resolution/mediation and problem solving strategies
- Knowledge of work place accommodations associated with people with disabilities
- Although preference will be given to those with a Post-secondary diploma or degree in career development, social work, human resources; work related experience will be considered.
- Advanced computer skills using Microsoft Office Suite (all programs), including virtual platforms
- Must possess a valid driver's license and have reliable vehicle for travel throughout the Foothills region
- Provide recent Criminal Record Check with Vulnerable Sector and References at time of interview

Type of Employment: Part time (18 hrs/week)

- Rate of Pay \$22.75 per hour (Part Time)
- Closing Date: This position is open until a suitable candidate has been hired.
- Interested candidates are asked to please submit their cover letter and resume to mail@inclusionfoothills.org. We will only contact candidates whose qualifications are a fit for an initial interview. NO PHONE CALLS PLEASE.

Inclusion Foothills values collaboration, trust, accountability and inclusion. We understand the importance of the right person for the right job and appreciate a diverse and inclusive workforce. We encourage all candidates with the required qualifications to apply for this position. We commit to working collaboratively on determining appropriate accommodations, if needed.

"Proudly serving families and communities for 20 plus years in the pursuit of the ordinary."