

Employment Specialist – Ref. No. 20027

The Alex Pre-Employment Program

Temporary | 0.8 FTE

The Alex: Changing Health. Changing Lives. The Alex Community Health Centre is a not-for-profit organization that is changing how we look at health care in Calgary. Our health, housing and food programs support our most vulnerable neighbours, tackling tough health and social issues head-on. Using a multi-disciplinary team approach, we focus care on assessment, intervention and promotion of all aspects of health. We embrace a model of health care that is accessible, responsive and participatory. In addition to the Community Health Centre, we run a Seniors Health Centre, a Youth Centre, two Mobile Community Health Buses, one Dental Health Bus, four Housing First Programs, and a Community Food Centre.

What we do and why we do it:

Our established Pre-Employment Program (PEP), offers opportunities for clients of the Alex and low-income community members in Calgary to build life skills and work towards their vocational goals. PEP works with individuals who are willing to work, volunteer, or go back to school but who need more supports before they are considered “ready and able.” PEP is a combination of class work, one-on-one supports, certifications, work experience, and field supports. PEP supports development of employability skills, including the areas of reliability, technology, communication, interpersonal communication, self-awareness, teamwork, and critical thinking. PEP spans one year with multiple opportunities for intake.

The Alex is looking for an Employment Specialist to take charge of our established Pre-Employment Program (PEP). The Employment Specialist is a dynamic and people-oriented facilitator and coach, who will be pivotal to successfully implement The Alex’s Pre-Employment Program. The role will receive support and referrals from across the agency, and will collaborate closely with our Housing First, Health, as well as Social and Wellness teams. This is a 1-year temporary position, 0.8FTE.

What you will do:

- Facilitation – The Employment Specialist will be responsible for the facilitation for three main courses and multiple learning opportunities. The courses focus on employability and life skills. Classes are generally two hours long with five to ten participants in each class. The facilitator has access to lesson plans as well is able to adapt lesson plans to the specific cohort’s needs.
- Coaching – The Employment Specialist will meet with each participant at least once a month for one-on-one coaching. These meetings will focus on supporting the participant in progressing through their vocational goals. The Job Coach will also hold open hours for drop-in job coaching for all Alex Clients and community members.
- Recruitment and retention – The Employment Specialist will use internal and external relationships to recruit possible participants. This will include connecting with members of Alex staff and following up on leads. The Job coach will also ensure a positive and welcoming environment in order to reduce class attrition, and will follow up with participants or their case managers when they start to miss classes.
- Curriculum Development – The Employment Specialist will create lessons plans according to the learning objectives. They will have access to a library of pre-developed curriculum, but will need to adapt or create curriculum to line up with the learners’ needs.
- Reporting – The Employment Specialist will need to maintain organization and be timely with reporting. The Employment Specialist will maintain their own notes, utilize internal databases, and will update a tracking spreadsheet that will shared with their team.
- Administration – Filling out mileage, credit card statements, etc.
- Community Building – The employment specialist will be the face of the PEP program for the community. They will participate in the Interagency Employment Committee (IAEC), make contacts with potential volunteer, and make contacts with potential venues for participant volunteering.
- Travel – Some travel will be required to pick up supplies or to meet potential PEP participants in community.
- Assist with data collection and entry as directed.
- Other duties as required.

What you bring:

- Degree in a related field preferred (social work, education, community development, health)
- Excellent facilitation skills
- Ability to work independently
- Strong motivational interviewing or coaching skills
- Experience working with vulnerable populations
- Knowledgeable about adult learning principles
- Experience with employment coaching
- Comfortable with Microsoft excel
- Strong engagement skills
- Strong de-escalation skills
- Creativity*
- Strong technology skills*
- Flexibility*
- Standard First Aid Level C - CPR and AED is mandatory
- A Class 5 non-GDL driver's license, a personal vehicle, a clean driver's abstract, and \$2 million liability insurance are required
- Knowledge of the United Nations Declaration on the Rights of Indigenous People (UNDRIP) and the Truth and Reconciliation Commissions (TRC) 94 Calls to Action an asset

* At the Alex, we work with individuals who are highly vulnerable to COVID-19. Because of this, we are looking for someone who brings a large amount of creativity and problem-solving skills so that they can adapt this program to the changing environment. There is a strong likelihood that this program will begin with online delivery.

Why You Want to Work with Us:

The Alex is an innovative and diverse organization which seeks to invest in its employees and see them succeed in their chosen careers. If you are seeking a deeply rewarding, yet challenging career helping Calgary's vulnerable populations, this might be the place for you!

- Group Benefits after 3 months
- 3-paid weeks of Vacation
- Paid Wellness and Personal Days
- RRSP Matching after 6 months
- Reimbursement of Professional Designation fees
- Investment in Professional Development
- Health and Lifestyle Enhancement benefit

How to apply:

If you are as passionate as we are about making a difference in people's lives, please submit your resume to jobs@thealex.ca and be sure to include the job title and reference number in the subject line. This job posting will remain open until a suitable candidate is found.

For further information about The Alex and its programs, we encourage you to visit our website at www.thealex.ca

We thank all applicants for their interest, however, only those selected for an interview will be contacted.