

## **CAREER OPPORTUNITY**

### **About Lethbridge Family Services**

In operation since 1910, Lethbridge Family Services (LFS) is the tenth largest employer in Lethbridge, serving 8,100 clients annually through 380 employees. LFS stewards an annual budget of over \$21 million and has numerous contracts. LFS is a highly-accredited charitable organization that improves the wellbeing and quality of life for individuals and families in Southwestern Alberta. The organization is devoted to providing services to those in need, regardless of socioeconomic status, ethnicity, language, religion, gender identity, and family structures. We offer community-based support to facilitate human potential, choice, and independence. Through advocacy, public education, prevention, intervention, and community development, LFS responds to emerging family needs.

**Position: Employer Engagement Practitioner – Full time**

**Department: IMMIGRANT SERVICES**

**Hours:** 35 hours per week.

#### **Position Overview:**

The overall goal of the 18-month READI (Rural Employers' Awareness on Diversity and Inclusion) Project is to build the capacity of rural employers in integrating immigrants and refugees into their workforce in order to contribute to the successful attraction and retention of newcomers in rural Alberta. This project will utilize the combined expertise of the Rural Development Network, ASSIST Community Services Centre and Lethbridge Family Services. (LFS).

The Employer Engagement Practitioner Southern Alberta will be responsible for co-developing the project design. This entails collaborating and working closely with the Rural Development Network to ensure the successful delivery of the project. In addition, the incumbent will seek to strengthen rural employers' ability to integrate immigrants and refugees into their workforce, thereby assisting in the successful attraction and retention of newcomers to rural Alberta.

#### **Key Responsibilities:**

- Collaborate with the Rural Development Network (RDN) to develop training sessions, materials, and guides.
- Assist with the project planning and information gathering.
- Coordinate with rural employers and other stakeholders in Southern Alberta.
- Facilitate training sessions for employers in Southern Alberta.
- Provide ongoing insights on the program from a settlement perspective.
- Connect with rural employers in Southern Alberta that participate in the program that are interested in mentoring or work placement programs.
- Maintain a calendar of outreach activities, such as community events, workshops, appearances, and other communication opportunities.



- Maintain relationships with community partners and prospective employers; form alliances to complement services.
- Provide strategic advice to employers on how to recruit, retain, and advance newcomers.
- Maintain accurate records and reports on project progress.
- Serve as a member of the Lethbridge Local Immigration Partnership's Employment Working Group Committee.
- Assist with the planning, coordination, development, execution, and evaluation of events applicable to the project.
- Attend community meetings as approved by supervisor(s).
- Answer telephone and in-person callers promptly.
- Provide information about the RDN, ASSIST and LFS services.

### **Qualifications:**

- Undergraduate degree in human services, marketing, social work, or business management; or an equivalent combination of education and experience.
- Experience of delivering employment advice and support in both individual and group settings.
- Experience working with newcomers is highly desirable.
- Experience of working remotely in different Southern Alberta geographical areas is considered an asset.
- In addition, the post holder will require a full driving license and the use of a vehicle.

**Start date: June 14, 2022**

**Application deadline: May 24, 2022**

**Please submit, in confidence, a resume and cover letter referencing job posting IS122 and where you viewed our ad:**

**Email:** [humanresources@lfsfamily.ca](mailto:humanresources@lfsfamily.ca)

**Web:** [lfsfamily.ca](http://lfsfamily.ca)

**We thank all candidates for their interest, however, only those selected to continue in the process will be contacted.**

***Lethbridge Family Services is an equal opportunity employer.***

