



## 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.

We offer a supportive, inclusive team environment with a strong commitment to work-life balance. We provide a competitive remuneration package, including a comprehensive benefit plan, generous vacation and personal time, employee and family pricing program for cellular service, and a discounted fitness membership. We support your career through opportunities to learn and grow, including paid professional development opportunities and on-the-job coaching and support. Our “family” culture supports many opportunities to participate in events including social club activities, annual holiday parties, and recognition events. Check out our website at [www.lfsfamily.ca](http://www.lfsfamily.ca).

**Position:** EMPLOYMENT PRACTITIONER

**Department:** IMMIGRANT SERVICES

**Hours:** Monday – Friday 35 hours per week

#### Position Overview:

Provide clients with information and guidance on job searching, career and education planning, and human resources and employment issues.

#### Key Responsibilities:

Responsibilities include:

- Interview clients to obtain employment history, educational background and career goals
- Identify barriers to employment and assist clients with such matters as job readiness skills, job search strategies, writing résumés and preparing for job interviews
- Identify barriers obtaining educational credential and provide support to successfully complete credential evaluation process for employment or career advancement
- Determine whether clients require support, such as reintegration or more training, and refer them to the relevant agencies.
- Collect Labour market information for clients regarding job openings, entry and skill requirements and other occupational information
- Maintain calendar of outreach activities, including community events, workshops, appearances and other communication opportunities.
- Maintain relationships with community partners, both new and old.
- Provide strategic counsel to the employers on how to recruit, retain, and advance newcomers.
- Examine the work requirements as well as the qualifications of the regulatory body requirement



- Prepare accurate records and reports on the goals of the client recruitment plan.
- Assist with recruitment and interviews of the program mentors
- Assist in the management and delivery of the Employment Related Services Workplace Program.

### **Qualifications:**

- Undergraduate degree in the area of Psychology, Social Work or relevant discipline or equivalent experience.
- Excellent communication, organizational, and interpersonal skills.
- Ability to work within a team.
- Excellent work ethics.
- Previous experience working with newcomers (refugees) or in employment counselling is highly desirable.
- Second or multiple language capabilities are highly desirable.
- Cross cultural awareness and sensitivity.
- Computer literacy.
- Minimum on year related experience and/or equivalent combination of education and experience.

**Start date:** ASAP

**Application deadline:** May 20, 2022

**Please submit, in confidence, a resume and cover letter referencing job posting IS123.**

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

**Mailing Address:** Human Resources, Lethbridge Family Services  
100 – 1410 Mayor Magrath Dr. South  
Lethbridge AB T1K 2R3

**Fax:** (587) 425-5209

**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.***

