



## **CAREER OPPORTUNITY**

**Position:** EMPLOYMENT PRACTITIONER (Casual Relief – March 31, 2021 End Date)

**Department:** IMMIGRANT SERVICES

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

**Position Overview:**

Administration and maintenance of the Community Connections Volunteer Program.

**Key Responsibilities:**

Responsibilities include:

- Interview clients to obtain employment history, educational background and career goals.
- Assist clients in finding and applying to proper regulatory bodies for necessary educational and required qualifications to assist with employment or career advancement.
- Identify barriers to employment and assist clients with matters such as job readiness skills, job search strategies, resume writing, and preparing for job interviews.
- Assess client's need for assistance with reintegration, or further training, and refer clients to the appropriate services.
- Provide strategic advice to Newcomers about recruitment, retention and advancement in employment in the community. Actively reach out to newcomers in the community who are not aware of Employment Related Services (ERS).
- Collect Labour market information regarding job openings, entry and skill level requirements and other occupational information to educate and advise clients.
- Maintain a calendar of outreach activities (including community events, workshops, appearances and other communication opportunities).
- Actively build new and solidify existing relationships with community partners.
- Prepare accurate records and reports on the goals and outcomes of the client recruitment plan.
- Assist with recruitment and interviews of program mentors.
- Develop and manage the Employment Related Services (ERS) work placement program.
- Other duties as assigned.

**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) 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:** Until suitable candidate is found.

**Please submit, in confidence, a resume and cover letter referencing job posting IS96.**

**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.***

