

## **Employment Facilitator**

### **The Agency**

The Calgary John Howard Society (CJHS) is a community-based charitable organization dedicated to reducing the incidence of crime and increasing community safety through preventative and restorative justice practices. To accomplish these ends, we provide direct services to individuals at risk, advocacy for effective responses to crime with the individuals involved and education for youth and adults in the community. The Calgary John Howard Society is committed to an organizational environment that recognizes the dignity and worth of each person. CJHS values diversity and inclusion and welcomes qualified applicants from all walks of life.

### **The Program**

Employment Services programming is trauma-informed and provides employment preparation, skill development and training for adults who are criminally involved. Services are provided both in a structured three-week group format offered eight times per year, and as an individualized service providing assistance and support using a client-directed case management approach for individuals who are unable to secure employment independently. Employment Services programming increases the capacity and opportunities for individuals to secure and maintain employment, moving them away from poverty towards becoming financially independent and secure.

### **The Position**

The Employment Facilitator will be involved in all aspects of service delivery within the Employment Services area with emphasis on individual client casework to address individual barriers to employment and facilitation of employment placement as appropriate. This will be done by building and maintaining relationships with area employers, supporting employed clients and employers. The Facilitator will intentionally collaborate with the Employment Team to provide intake interviews and assessments, facilitate and coordinate group session instruction, administer evaluations, input data into the program database and will also work in an integrated and collaborative way with other Community Services Teams within the agency, the wider CJHS Team, and employers and stakeholders in the community.

### **Qualifications and Expertise**

Working collaboratively within a team, the Employment Facilitator will be a self-starter, energetic, have the ability to take initiative and possess excellent interpersonal skills. The successful candidate will also have:

- post-secondary education in a relevant discipline
- experience working with the target population and a strong understanding of the challenges they face
- professional presentation, demonstrating exceptional networking and relationship building skills
- strong client-centred case management, decision-making and problem-solving skills
- adult group facilitation skills and experience (employment preparation facilitation an asset)
- a current Calgary Police Intervention Check
- a valid driver's license and reliable vehicle is an asset

**This is a full-time (37.5 hours per week), term certain, no-benefit position ending September 13, 2020**

**Applications will be accepted until a suitable candidate is found**

**Please submit your cover letter and resume to: [sandy.sobkowich@cjhs.ca](mailto:sandy.sobkowich@cjhs.ca)**

*The Calgary John Howard Society thanks all applicants, unfortunately only those considered for an interview will be contacted.*