

JOB POSTING – CAREER & INCLUSION CONSULTANT – EMPLOYMENT RESOURCE CENTRE – CALGARY

Gateway Association

In 1975, a group of passionate parents fought to open doors for their children. Gateway Association emerged as the “Gateway to a better life” they envisioned for people with disabilities and their families. Gateway is a Family Resource Centre (FRC), an Employment Resource Centre (ERC), Learning Resource Centre (LRC) and Digital Inclusion Hub that provides education, family support, mentorship and inclusive employment.

Gateway facilitates big change via small changes and works to ignite diversity advocacy in workplaces and the community to advance inclusion-culture.

Overview

The Calgary Employment Resource Centre (CERC) applies integrity and subject matter expertise to talent-matching and employment retention services to support engaged, inclusive workplaces. We assist job-seekers to overcome barriers and occupy meaningful employment roles while building employer capacity for diversity and inclusion.

This position’s function is to engage people with disabilities in exploration, planning and learning around career development to facilitate the identification of job targets and sustainable employment outcomes. This position is ‘teamed’ with the Workplace Inclusion Strategist position to facilitate outcomes. Caseload management, communication, and collaboration are essential.

Direct Duties

75% Pre-Employment

25% Post Placement Support

Direct Duties: Pre-Employment

- Discover / understand their unique interests, values, and aptitudes in relation to career choices
- Understand stages of change and related motivational, anxiety or ‘readiness’ issues
- Engage in goal setting, career planning, and informed decision making
- Participate in the development of professional quality resumes and cover letters
- Build capacity with regard to job search strategies and interview skills
- Mitigate barriers using existing supports and community resources/options
- Related administrative tasks: file keeping, information distribution, team meetings, etc.

Direct Duties: Post Placement Support

- Coaching work requirements, culture, as well as rights and responsibilities
- Coaching and connecting clients with natural supports in their work environment
- Support employer/employee with strategies and resources to meet goals and expectations
- Promoting inclusion through participation in story-telling and communications
- Facilitate group learning around self discovery, career planning and workplace culture
- Support employers to build capacity around healthy, diverse and inclusive workplaces

The Commitment

- Full-time position working 37.5 hours/week. Hours of work are Monday – Friday, 9:00AM – 4:30PM, but there will be some flexibility needed to accommodate work outside of regular hours. We believe in work life balance and are committed to keeping the workload in alignment with the true hours worked.

Reports To: Senior Program Manager – Calgary Employment Resource Centre

Supervises: No Direct Reports

What You Can Bring to Gateway

- Experience working with the public (particularly families, people with disabilities and youth)
- An interest in community building and values that include equity and inclusion
- Education or experience in human service, community development or career development
- Lived experience is highly valued as is an anti-racism lens
- Exceptional communication skills and a strong desire to work collaboratively
- Professional ethics, specifically related to service access, power dynamics, confidentiality
- Organization skills and the ability to prioritize
- Must reside within Calgary or greater surrounding area
- Offer of employment conditional upon satisfactory Police Information Background Check

Gateway Value Proposition (Compensation & Benefits)

- Salary: \$66,000.00 / Year
- Benefits: 50/50 Employee/Employer Paid Premiums
- 3 weeks' paid vacation days, 9 paid personal days, 12 paid holidays and a flexible, family-friendly schedule
- Work conditions include occasional travel for events within Alberta, administrative computer work, travel within Calgary to connect with employers, frequent communication (calls, email, video conferencing etc.) with participants/family members/community partners
- Hybrid work (work from the office, community settings as needed, and work from home)
- A culture that focuses on reflective practice and building relationality with colleagues
- Commitment from leadership on unlearning anti-oppressive practices
- Frequent questioning and exploring of how Gateway does its work (internally and externally)



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www.gatewayassociation.ca

Our Application, Hiring Process, and Timeline

- Send a PDF Resume & Cover Letter to: humanresources@gatewayassociation.ca
- Preferred Start Date: Earliest Possible! (Date can be negotiated)
- Competition Closing Date: Sunday, May 28th, 2023 @ 5:00 PM
- Posting Type: Internal & External Candidates Considered
- We will review applications on a rolling basis until the position is filled
- We plan to conduct video interviews between Wednesday, May 31st - Friday, June 2nd
- All interviewed candidates will be notified of their status in the application process as it proceeds.
- While we'd like to connect with everyone, we simply don't have the capacity to reply to all applications. Only those selected for an interview will be contacted.

Inclusion and Accommodation

Gateway is committed to maintaining a diverse, inclusive, and equitable workplace where each employee can bring their authentic selves to work and be supported and valued for their contributions. We are an equal opportunity employer, which means all qualified applicants will receive consideration regardless of race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or other characteristics. Accommodations within our recruitment process and on the job are practiced and applied as needed. Please contact Human Resources at humanresources@gatewayassociation.ca or call (587) 435-6553 for more information and to request any accommodations.