



Employment Specialist

Location: New Westminster with travel throughout the Lower Mainland

Position: 1x Full-time permanent, 37.5 hours per week

Compensation: \$35.82 per hour, excellent benefits included after successfully completing probationary period

Start Date: October 05, 2026

Join us to advance our vision of Good and Full Lives for Everyone.

posAbilities assists individuals with developmental disabilities to lead meaningful and healthy lives. We accomplish this by partnering with local communities to provide a comprehensive range of person-centered services for individuals and the families who care for them.

Our employees experience joy, meaning and beauty at work. They have more opportunities to be creative and autonomous, living life doing what they love.

The Employment Specialist is accountable to the Employment Services Assistant Manager and Manager.

The Employment Specialist must have a flexible schedule and have demonstrated the ability to maintain relationships through community marketing. Get to know the satisfaction of changing someone's life! Please note: **Some work occurs outside of business hours**

KEY DUTIES AND RESPONSIBILITIES :

- The Employment Specialist works primarily at the posAbilities' Employment Services location and will be required to travel to locations throughout the Lower Mainland to attend meetings with participants and employers.
- Coordinates the gradual and thorough transition of persons served to competitive employment.
- Conducts assessments to find each person's skills, interests, and employment history and career goals. This may include pre-employment assessments, needs assessments to identify barriers
- Assists participants with such matters as job readiness skills, job search strategies, and interview skills.
- Conducts modules on career development and facilitates job club activities
- Assesses need for assistance from additional support services or systems and makes referrals

EDUCATION:

- Diploma (from a recognized university or college) in Career Development, Supported Employment, or Vocational Rehabilitation, or applicable undergraduate degree in Social Services or Adult Education.

EXPERIENCE:

- More than three years up to four of experience working with people with intellectual disabilities
- Experience in job placement, specifically working with persons with disabilities.
- Knowledge of local labor market trends and employment opportunities in the Lower Mainland
- Knowledge of the local community's resources and services including services provided in the Community Living field.

- A strong commitment to ensuring that the rights of people with developmental disabilities and other stigmas, living
- and working in the community are protected and respected.
- Demonstrated ability to work within a team setting, with an emphasis on leadership, self-initiative, patience, maturity and tact
- Able to facilitate interactions between strangers
- Demonstrates humility
- Demonstrates awareness of other cultures and minorities
- Excellent written and verbal communication skills
- Excellent organizational skills
- Computer literacy including use of Microsoft Word, Excel and Access
- Demonstrated ability to communicate and liaise with families, and professionals
- Ability to assess work environments to determine suitability of employment

You MUST have the following:

- Emergency First Aid and CPR level B or C
- Mandt System training,
- Current TB Test
- A clear Criminal Record Check for Children and Vulnerable Adults
- A valid BC driver's license, clean driving record, reliable vehicle with business insurance with minimum \$3 million liability

YOUR Application:

Please apply with your resume via our website at www.posAbilities.ca/careers or via email to careers@posAbilities.ca . Please note, while we would like to connect with everyone interested in this position, only applicants chosen for interviews will be contacted.

posAbilities is committed to supporting good and full lives, for everyone. Our organization is a place where inclusion, diversity, equity and accessibility are integral to our culture and operations. Our goal is to support every person in presenting their true self within the communities where they live and work.

At posAbilities we are committed to fostering an inclusive workplace environment, and we actively seek to identify, eliminate and prevent barriers to employment, including those that may be within our hiring process. We recognize that individuals may require accommodations to fully participate in our hiring process. If you need assistance or accommodation at any stage of the process, please feel free to reach out to us at careers@posabilities.ca for further assistance.