

# Career Development Practitioner

## CAREER DEVELOPMENT PRACTITIONER, (TERM POSITION : 3 MONTHS) EMPLOYMENT RESOURCE CENTRE

You have a passion for supporting women to achieve the skills to succeed at their employment goals is your passion. You are very good at guiding people through the steps to break down the multiple barriers to employment they might experience. Your interpersonal and communication skills allows you to build rapport easily and your style infuses those around you with energy. You approach facilitation, resume writing and interviewing skills in an engaging way, sharing your expertise which yields results.

### WHAT MOVES YOU

- The success of others – cheerleading and believing in others to persevere through to success
- Connecting with others in the community that support you in your role and your clients achieve their goals, finding new resources
- Growing and learning in your field to be one of the best
- Being a group facilitation super star
- Taking your work seriously but not yourself

### WHAT YOU'LL DO

- Provide career coaching in support of the development and completion of program client's ICAPS (Individualized Career Action Plans)
- Career coaching, workshop facilitation and career development, relevant to employment readiness and job maintenance, to a clientele who may experience barriers to participating in the work force
- Build community networks that support the program work
- Ensure service expectations for professional communication
- Documentation and record keeping are maintained to a high standard

### WHAT YOU'VE DONE

- Career Development Diploma or Certification, or a Diploma or Degree related to Human Services is considered an asset
- **2-3 years' experience working in the area of Career and Employment services in a role related to *employment readiness, job placement* or in a learning/teaching environment**
- Awareness of issues specific to women experiencing poverty, family violence and social exclusion
- Strong computer literacy including MS Office suite and able to learn new software
- Cultural sensitivity and experience working with diverse populations

**If you want to work to change lives, we want to meet you.**

Competition Number: **2019034**

**Deadline: Monday April 15th**

<http://www.ywcalgary.ca/about-us/careers-opportunities/>

Apply today to [careers@ywcalgary.ca](mailto:careers@ywcalgary.ca)