Employment Training Specialist
Infinite Employment Solutions

Competition Number: 2026-203T **Location:** 950 Kerry Street

Date Posted: September 1, 2026 **Internal Closing Date:** September 10, 2026

Position Type: Temporary **Status:** Full Time **Hours per week:** 35

Compensation: As per collective agreement Grid 11-($29.22 $33.54)

General: Position requires union membership / open to all persons

Number of positions: ONE

Purpose of the Employee Training Specialist role:

- Provides individualized support to persons with disabilities to help them prepare for, obtain and maintain meaningful employment. This position works collaboratively with participants, employers and community partners to develop employment skills, create opportunities and ensure ongoing workplace success
- As an Employment Training Specialist, you will collaborate with each person to explore their employment goals and assist in building skills which lead to employment opportunities.
- People direct their own employment journey by participating in a dynamic planning and evaluation process. You will be continually adapting people's employment plans as their life needs or the needs of the employer change. Throughout the process, you will walk alongside and provide facilitation, coaching, support and guidance. As people develop their natural supports and learn tasks in their new job supports fade as independence grows which is defined as success!

What you will do as an Employment Training Specialist?

Job development:

- The job is a combination of in-person engagement as well as background support, including research, planning, design, networking and administration. This is a person-centered service: you will be expected to maintain a flexible schedule both in environment and time. Your workspace may be in the community or at the location of employment. You will meet people where it suits them best which may mean on evenings or weekends
- Creating employment plans as well as strategies for success in collaboration with people involved
- Conduct detailed participant intakes, ensuring a welcoming and inclusive approach. Explain program services, expectations, confidentiality and participant rights in plain language
- Gather foundational information including employment history, strengths, interests, barriers, accommodations and support needs in a career planning form
- Market to potential employers and connecting people to those employers to create best match
- Liaising with other agencies, professionals, educational institutions and employers by developing networking connections
- Developing and maintaining effective working relationships with potential employers. As well, recognizing and celebrating our inclusive employers
- Training, supporting and monitoring people supported in a variety of employment, community and learning settings to assess job readiness
- Administration and documentation: Using technology for research, reporting and administrative requirements as required by our funder
- Reporting regularly to manager verbally and with written documentation, records and statistics

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On-the-Job Support

- The Employment Specialist uses their own vehicle to transport participants to required appointments, orientation sessions and workplace meetings
- Prepare and arrange workplace readiness activities and on-the-job training using person-centered approaches that match each participant's abilities, goals and learning style
- Support participants to establishing effective and positive working relationships with employers and coworkers
- Provides disability awareness training to the employer group, if required
- Monitor job placements through regular contact with participants and employers, addressing concerns as they arise and supporting ongoing problem-solving
- Provide support and help people served explore solutions when workplace issues affect job stability or performance
- Evaluate the effectiveness of the employment plan and related strategies in collaboration with participants, adjusting the plan as needed to promote continued success

Qualifications: What is the employer needing from you?
Education:

- Diploma in social services, employment counselling, disability studies, or related field; or equivalent combination of education and experience
- One year experience working with persons with disabilities or other populations experiencing barriers
- Knowledge of inclusive employment practices, job coaching techniques and labour market trends

Work requirements:

- Be able to have a work schedule flexibility that will include evenings and weekends. The service is user-driven and is delivered when a person needs it

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
XX	FLEX	FLEX	FLEX	FLEX	FLEX	XX

- Reliable vehicle with business insurance to transport one or more persons
- Standard minimum requirements for support workers employed in BC
    - Criminal record check through the Criminal Records review program
    - Doctors' certification of physical and mental fitness for the work required
    - Class 5 driver's license (class 4 may be required)
    - TB test clearance
    - Acceptable ICBC driving abstract record
    - Immunization records/history
    - Three references: one reference must be from the most recent employer and the other references need to speak to the prospective employee's suitability and ability to perform the job
    - Must be legally entitled to work in Canada
    - Emergency First Aid, including CPR
    - Crisis prevention institute training

How to apply:

Go to https://aimhi.ca/work-with-us/ look for 2026-203T link then click on "APPLY NOW" button. Or:Call our Main Office if you wish to inquire about the status of your application

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