
Position

Career Advisor

Location

Edmonton, AB

Type

Full Time

About Us

Break Barriers. Employ Change.

Prospect Human Services is dedicated to identifying situations where groups of individuals are facing challenges with full participation, and developing the services and supports necessary to break down those barriers. Our current portfolio provides support to both individuals and employers to fully integrate our community and our workforce.

Prospect strongly believes in its five brand pillars and is looking for great candidates who share the same beliefs:

Innovative

Prospect creates change by envisioning the end game and creating the means to realize it. We believe asking “why not?” aids progress. Solutions are created when we think beyond traditional boundaries.

Collaborative

Prospect seeks different perspectives. All parties must be engaged, including for-profit, not-for-profit, funders and government. Only by understanding all points of view can we create inclusive workplaces.

Professional

In every facet of our work, our actions show a commitment to professional management and service delivery. Prospect is accountable, ethical and honest.

Enthusiastic

Prospect approaches every opportunity with enthusiasm. We drive change with energy, optimism and commitment. Anyone who walks through our doors can feel the positive energy.

Driven

We are driven by the desire to promote human welfare and advance social reforms in the working world. While our commitment is all heart, our solutions are all business.



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Franklin Office

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This is an interesting time for people contemplating career moves. Which makes it a really interesting time to be a Prospect Career Advisor. You'll be like Google Maps for people finding careers, without the impromptu detours for unexpected road repairs.

As part of our energized Edmonton team, you'll help Albertans make good career choices and fulfill their employment goals. You will evaluate needs, provide coaching, help participants explore new opportunities, and maintain a Yoda-like wisdom about the labour market and best practices. If you share our passion for equity, diversity and inclusion then our career advice to you is to apply ASAP!

What will you do?

Career Advising

- Conduct interviews with clients to complete career and employment assessments and obtain relevant information; this includes assessment of job search skills, knowledge, and job readiness to establish action plans towards employment
- Complete and enter Employability Assessments into government data management system
- Coordinate career coaching sessions to identify gaps and create action plans in collaboration with other service providers within Prospect
- Utilize assessment tools when needed; assist clients in analyzing and synthesizing career exploration information
- Provide ongoing communication with internal staff in regards to status of clients and their service plans including revisions, updates, and completion
- Monitor client satisfaction

Resource Coordination

- Continually conduct environmental scanning: labour market, corporations, news, and economic trends, incorporating findings and best practices into program/content
- Conduct regular research to become a subject matter expert
- Communicate current information to applicable team members on labour market and career development trends and best practices
- Track caseloads, workshops, and assessment tools and maintains client information in files, records, stats, and reports, including using the Mobius database system
- Book ongoing career advising meetings

Workshops

- Develop content for group based workshops on pre-employment topics and adjusts and revises materials based on trends
- Facilitate workshops based on defined schedules and demand

- Work with other departments, such as Marketing & Communications on branding and consistency of content
- Assist in maintaining an online digital and social media presence
- Analyze success and areas of opportunity for content delivery

Community Relations

- Remain active within a network that includes other career development/career transition professionals, recruiters, workforce planners, learning and development/training specialists, post-secondary program advisors, and HR professionals to stay current on employment trends and activities, best practices and professional development opportunities

What does it take to do this job?

- Post-secondary education in a relevant program
- 3+ years' experience in a similar role that is directly related to career development for clients from varying populations (military, youth, people with disabilities, people with a wide range of mental health challenges)
- A Career Development professional designation is a strong asset
- 3+ years' work with clients from a broad demographic
- 3+ years' pre-employment and essential skill development expertise including: developed job search techniques to tap into the hidden job market; resume and cover letter development; and interviewing skills and techniques to prepare clients
- 1+ years' experience working in the Mobius database system
- Exposure to various legislation such as: OH&S, Human Rights, and Employment Standards, with exposure to corporate human resources best practices
- Experience leading/facilitating different formats of meetings, workshops and presentations to various audiences of internal and external stakeholders
- Innovative with the ability to take initiative to become a subject matter expert in the career advising field
- Problem solving and critical thinking skills
- Intermediate skill level in Microsoft Office (Word, Outlook, PowerPoint, Excel)
- Experience with Sales Force is an asset
- Highly professional, driven, charismatic, reliable, and confident individual who thrives under pressure

Further Notes:

- All employees must pass a background check
- All employees must be flexible to work from the office as well as from home based on the evolving Covid-19 situation and program needs