

CAREER AND EMPLOYMENT SERVICES (INCLUDING JOB PLACEMENT PROGRAMS)

This section contains information on career and employment services which may include workshops, job search services and job placement services. Individuals who access these services may be unemployed, underemployed, receiving Employment Insurance (EI) or Income Support (IS) but will not receive any additional Alberta Works funding.

Aboriginal Futures Career & Training Centre

Ste. 200, 6011 - 1A St. SW, Calgary, AB T2H 0G5

www.aboriginalfutures.com

Employment Services

Ph: 403-253-5311

Fax: 403-253-5741

Email:

info@aboriginalfutures.com

Urban Aboriginal people are assisted to become self-reliant through training, education and employment services.

Employment Services

- Include a variety of resources (computer access, photocopier, fax and phones) and one-on-one counselling. Career Counselors are trained professionals offering employment counselling and career planning.
- Employment Resource Room has up to date job postings, employment and training information, career planning and job search resources. A great selection of books on resumé and cover letter writing are available for reference.
- The Community Access Program provides computers for individuals to use for their job search and to access job postings on the Internet.
- In partnership with Community Futures Treaty Seven, a wage subsidy program is offered for Aboriginal people needing help in getting the experience they need to do their job full time.

Educational Services

- Career counselors assist individuals to apply for funding for education and training. Information is available on educational institutions in Calgary and Aboriginal Scholarships and Bursaries.

Training & Workshops

- Resumé Writing workshop includes job search techniques and interview tips and Career Planning workshops teaches how to find the most suitable career.

Training programs are provided on an as needed basis through partnerships with other organizations or industries. Contact the office for information on current and upcoming Training to Employment programs.

Alberta Human Services (HS)

HS Calgary Region

<http://www.employment.alberta.ca/CES/2174.html>

Career Information Hotline

Toll Free: 1-800-661-3753

Fax: 780-422-0372

Email:

hotline@alis.gov.ab.ca

www.alis.alberta.ca

Advisors on the Career Information Hotline inform Albertans about career planning, work search skills, occupation descriptions, education and training options and general education funding and they can give feedback on a resumé. It is also a central contact for Employment Insurance (EI) learners.

Alberta Works Centres
<http://www.employment.alberta.ca/CES/3153.html>

These are multi-media resource centres with an extensive range of career and employment related print and electronic resources and information to help make career, learning and work decisions.

Calgary locations include:

Calgary East – Marlborough

1502 Marlborough Mall, 515 Marlborough Way NE
Calgary, AB T2A 7E7
Ph: 403-297-7570
Mon-Fri 8:30 am – 4:30 pm

Calgary East – Radisson Centre

Main Flr., 525 – 28 St. SE
Calgary, AB T2A 6W9
Ph: 403-297-1907 TDD: 403-297-1927
Fax: 403-297-8639
Mon-Fri 8:15 am – 4:30 pm

Calgary – Downtown

5 Flr. Century Park Place, 855 – 8 Ave. SW
Calgary, AB T2P 3P1
Ph: 403-297-6344
Mon-Fri 8:15 am – 4:30 pm

Calgary – North

1 Flr. One Executive Place, 1816 Crowchild Tr NW
Calgary, AB T2M 3Y7
Ph: 403-297-7200
Fax: 403-297-3115
Mon-Fri 8:15 am – 4:30 pm

Calgary South/Central – 10th and 10th Office

3 Flr., RPW Building, 1021 – 10 Ave. SW
Calgary, AB T2R 0B7
Ph: 403-297-2094
Fax: 403-297-4172
Mon-Fri 8:15 am – 4:30 pm

Calgary South/Central – Fisher Park

100 Fisher Park II, 6712 Fisher St. SE
Calgary, AB T2H 1X3
Ph: 403-297-6344
403-297-2020 Income Support
Fax: 403-297-4172
Mon-Fri 8:15 am – 4:30 pm

Career and Employment Workshops

Visit the following website for a description of each workshop including current schedules, delivery locations and registration process:

<http://employment.alberta.ca/CES/2450.html>

Alberta Works Funded –
No cost to participant

These workshops are open to all Albertans and are offered at no cost at HS delivery sites in the Calgary Region. They range from one to three days in length and include the following:

Career Planning Workshops:

- Career Planning Workshop – 3 days
- Entrepreneurial Spirit Workshop – 2 days
- Using the Internet for Career Planning and Work Search – 1 day

Work Search Workshops:

- Resumé Writing Workshop – 2 days
- Interview Skills – 2 days
- Work Search & Hidden Job Market – 1 day
- How to do Contract Work – 2 days
- Using the Internet for Career Planning and Work Search – 1 day

Bow Valley College – Career Connection

Downtown: Rocky Mountain Plaza, Main Floor, 615 Macleod Tr. S, Calgary, AB T2G 4T8

Midnapore: 130 – 259 Midpark Way SE, Calgary, AB T2X 1M2

Bowness/Montgomery: Northwest Centre II, 4520 - 16 Ave. NW, Calgary, AB T3B 0M6

www.mycareerconnection.ca

Career Connection Career and Employment Services

Contact: Tamara

McCormick

Ph: 403-410-3203

Fax: 403-662-3809

Email:

careerconnection@bowvalleycollege.ca

Downtown: Ph: 403-410-3203

Mon-Fri 9:00 am to 4:30 pm

Midnapore: Ph: 403-254-2917

Mon-Fri 8:30 am to 4:30 pm

Northwest: Ph: 403-202-0862

Mon-Fri 8:30 am to 4:30 pm

This is a Career and Employment Information Service providing Clients with the skills and knowledge required to independently manage their careers.

Information Services: Clients drop in to use the resource centre which offers:

- Self help career planning and employment preparation resources
- Labour market information
- Computers with Internet, printer, fax and telephone for work search

Needs Determination Services: Clients meet with a Career Coach to seek advice and assistance to services that will help them make a successful labour market transition:

- Service Needs Determination Assessments
- Career Coaching Advice
- Approval of Exposure Courses

Employability Services: Clients are provided with comprehensive advice and assistance in developing an action plan to help them make a successful labour market transition:

- Employability Assessments
- In-depth career and occupational decision making assistance
- Work search and/or maintenance
- Skill development and/or enhancement
- International Qualification Assessment Service (IQAS) application preparation and processing

Bow Valley College – Connexion Carrière

Centre D'emploi Francophone de Calgary/ Calgary Employment Francophone Centre

#700, 633 - 6 Ave SW, Calgary AB T2P 2Y5

Website: www.connexioncarriere.ca/

Contact: Erwan Goasdoué

Ph: 403-355-1777

Fax: 403-355-1823

Email:

egoasdoue@bowvalleycollege.ca

Mon-Fri 8:30 am to 4:30 pm

Open to Clients who are unemployed or underemployed and requesting employment services in French

The following employment services are provided to unemployed or underemployed Albertans requesting services in French:

- Self-directed information services: Clients will have access to an array of self-directed resources such as but not limited to Labour Market Information, Job Boards, Internet Access, Computers/Phone/Fax.
- Employment Services: For Clients that require more assistance in their job search and career planning goals. Focuses on developing a realistic Client Service Plan for job search and/or career planning.
- Employment preparation workshops including Career Planning, Job Search strategies, Resumé and Cover Letter Development, as well as On-line Job Search.
- English Language workshops: (30 hours) to assist Clients in Interview Preparation.
- Employment Communication sessions: 15 hours per week (every morning from 9:00 am – 12:00 pm) designed to help Clients improve their listening/ speaking and reading/writing skills in order to find, secure and maintain employment.
- Job Retention Support: will be offered to Clients with issues interfering with work. The prevention/mediation of such issues will be the primary focus.
- Exposure courses are short courses in duration for Clients who are job-ready and require specific certification to obtain employment.
- International Qualification Assessment Service (IQAS) application preparation and processing.

Bow Valley College – Directions for Immigrants in Trades and Professional Careers and Health Career Centre

#260, 700 – 4 Ave. SW, Calgary, AB T2P 3J4

www.directionsforimmigrants.ca

www.bowvalleycollege.ca/

Contact: Karen Jenkins

Ph: 403-297-2555 (main)

Ph: 403-297-3511 (direct)

Toll Free: 1-877-297-2553

Fax: 403-297-3424

Email:

directions@bowvalleycollege.ca

A full service resource centre providing immigrant professionals with information and support towards accreditation and employment. Immigrants with an international degree, diploma, certificate or certified trade plus two years of related work experience and a CLB of 6 have access to a number of resources designed to help re-establish a professional career in Calgary. These include:

- One-on-one Career Coaching to develop a Service Plan
- Workshops tailored to effective job search strategies and the understanding of labour market information and workplace standards
- Study Groups for professional accreditation with the assistance of a Study Group Facilitator. Currently offering study groups for engineers, nurses, pharmacists, physicians and medical laboratory technologists.
- Job success study groups designed to develop effective communication skills: Clear Communication for Business, Communication Works and Clear Communication for Healthcare Professionals.
- Industry networking sessions from various employers, associations and governing bodies. Clients gain an understanding of employer expectations and the requirements of becoming accredited.
- Eligible Clients referred to employment opportunities.

A number of self-directed resources are provided that allow Clients to work independently. These include both in print and online occupational, accreditation and employment information. Clients are also provided with access to computers, phone, fax machine, scanner and photocopier.

The **Health Career Centre** covers southern Alberta and is for internationally-trained health professionals needing assistance to attain their accreditation and find work in their profession. The service offers self serve job search materials, job search workshops, licensing exam study groups and one-on-one employment and career coaching.

Bow Valley College – TOWES

www.towes.com

<http://www.bowvalleycollege.ca/employment.html>

TOWES Testing, Workplace Training Products, Consulting & Training

Contact: Conrad Murphy,
Director, Centre for Career
Advancement & TOWES

Ph: 403-410-3195

TOWES general line:

403-410-3200

Email:

towes@bowvalleycollege.ca

TOWES is an effective assessment that accurately measures three Essential Skills needed for safe and productive employment: Reading Text, Document Use, and Numeracy, available in paper and online formats, in both English and French. It also has a suite of Essential Skill resources to meet workplace and educational training needs, also available in paper and online formats.

A variety of Essential Skills consulting and training services are offered which can be customized for groups or audiences. Training sessions are offered on site, at your organization or at conference and training facilities located across the country.

TOWES Prime is a new comprehensive online suite of products which includes adult literacy assessments and instructional system, developed with an internationally recognized team of assessment and literacy experts. Benefits of the new system include instant scoring, significantly reduced test time and reduced cost.

Calgary Catholic Immigration Society (CCIS)

www.ccis-calgary.ab.ca

Employment Services

5 Flr., 1111 – 11 Ave. SW
Calgary, AB T2R 0G5

Contact: Ron Volk,
Employment Services
Coordinator

Ph: 403-290-5768

Fax: 403-262-2033

Email: employmentrv@ccis-calgary.ab.ca

Continuous Intake

This program assists newcomers through individual job search counselling, coaching, preparation and career guidance. **Group and individual counselling** is offered in the following areas: occupational assessment, career planning/ goal setting, resumé preparation, job placement, Canadian workplace culture, general job market information, job search skills, job interview skills, job leads and credential recognition.

Free workshops are offered that help immigrants and refugees who have recently been laid off to successfully walk through the transition and find a job.

Career Bridge Workshops is a three-week group program of Canadian job search techniques and job acquisition strategies. Instruction is based on a variety of interactive facilitation methods that maximize the learning needs of all culturally diverse Clientele and their personal learning styles. The program focuses on: current job search strategies, job leads, group information sessions, employment/ career counselling, industry guest speakers.

Employment Communication Workshops is a four-week program that combines job search strategies and business communication to assist new Canadians to enhance and develop the necessary soft skills needed to integrate into the Canadian business culture. In addition to general job search competencies, training is provided in business communication with emphasis on: business vocabulary/ writing, presentation skills, business insights, articulation through words, Canadian business culture/ systems/ ethics, professional accreditation information, networking, mentoring with employers. The program is facilitated by a Certified Career Practitioner professional. Services are provided in 50 languages.

Mentorship for Integration

CCIS Business Centre,
#200, 1111 – 11 Ave. SW
Calgary, AB T2R 0G5
Contact: Luminata Tihan,
Program Coordinator
Tel: 403-290-5116
Fax: 403-264-4858 OR
Pervin Irani, Facilitator
Ph: 403-290-5117
Email: mentorship@ccis-calgary.ab.ca

This program is for internationally-trained professionals eager to integrate into the Canadian workplace and culture. Newcomers with good English language skills and strong job search skills are matched with a trained volunteer who works in the same profession. Individuals gain insight into employer expectations, interview strategies and job vacancies, and learn to network in their specific profession. Mentoring relationships typically last for a four-month period with meetings scheduled by mutual agreement.

Networking for Success

Contact: Luminata Tihan,
Program Coordinator
Ph: 403-290-5116
Email: mentorship@ccis-calgary.ab.ca
OR Silvi Pold, Outreach
Facilitator
Ph: 403-290-5430
Email: networking@ccis-calgary.ab.ca

Most newcomers come to Calgary hoping to immediately secure employment in their professional field; however, lack of Canadian work experience and networking connections, cross-cultural understanding and communication skills often prolong the search for suitable employment.

The goal is to assist immigrant professionals through networking opportunities to expose immigrant professionals to Canadian workplace environment. The unique design of these events creates networks between foreign-trained professionals and employers as well as provides the networking skills.

The objective is to assist the integration and resettlement of immigrant professionals into Canadian professional careers and the Calgary business community. This will be achieved by empowering immigrant professionals through creating connections with dedicated and community-engaged professionals established in their careers. The program provides immigrant professionals with networking opportunities leading to building social capital, a crucial instrument for their success.

Specific objectives are to:

- provide a professional network for skilled immigrants
- provide employers with an opportunity to meet skilled immigrants
- upgrade communication skills and workplace knowledge to ensure a successful transition into a Canadian work environment
- provide relevant Canadian network experience to enable achievement of employment goals

Calgary Construction Association – Youth Employment Program

#2725 - 12 Str. NE, Calgary, AB T2E 7J2

www.yepcca.cc

Youth Employment Program

Contact: Rae-Lynn Peariso,
Youth Employment
Coordinator
Ph: 403-262-4898
Fax: 403-291-9770
E Mail: yep@cca.ca
Continuous Intake

A three-week work experience for youth is provided in the construction industry. The expected result will be that the youth will have the opportunity to evaluate and determine the suitability of a construction-related career with a career path and have a potential job with the employer. It will give the employer the chance to evaluate the youth before offering a job. The employment coordinator will review potential participants resumé and their commitment and interest in the construction industry. The coordinator will arrange a three-week paid work experience with a suitable employer for the youth. The construction industry's goal is to place a minimum of 50 youth per year in work experiences. This program is open to youth ages 16 to 24, who are no longer in school, who are receiving Income Support or EI or are unemployed or marginally employed.

Calgary Immigrant Educational Society (CIES)

1723 – 40 St. SE, Calgary, AB T2A 7Y3

www.immigrant-education.ca

Employment Department

Contact Name: Nouredine
Bouissoukrane, Manager
Ph: 403-235-3666
Email:
employment@immigrant-education.ca

New immigrants are provided with the following employment services at no cost and on a one-on-one service basis:

- Career planning
- Credential evaluation referral
- Further education/training recommendation
- Resumé preparation
- Job search
- Job interview skills
- Volunteer opportunities
- Professional associations in Canada
- Labour jobs application

Calgary Public Library

Central Library, 616 MacLeod Tr. SE, Calgary, AB T2G 2M2

www.calgarypubliclibrary.com

Ph: 403-260-2600

Fax: 403-262-5929

Email: busn@calgarypubliclibrary.com

Resources

- Hundreds of career related books, DVDs, electronic books, CDs and MP3s.
- Free member access to powerful online specialized business and career databases.
- Information specialists to assist with career information research.
- 18 Library locations throughout Calgary and convenient hours make it easy to conduct research.

Career Programs

- Free career-related programs are hosted throughout the year.
- Workshops on resumé development, interview skills, social media and job retention techniques are offered in conjunction with Bow Valley College's Career Connections career practitioners.
- To register, call 403-260-2620 or visit www.calgarypubliclibrary.com and click on the Programs link.

Career Coaching

- One-on-one help is provided with resumé writing, cover letters and interview skills. Volunteers will offer advice and feedback while guiding customers towards the Library's many career resources. Bring a disk or USB device as the Microsoft computer workstations are available to update and print resúmes.
- Free drop-in service with a Library Card.

Central Library
3 Flr., 616 McLeod Tr. SE
Thurs 6:00 pm – 7:45 pm

Shawnessy Library
#300, 333 Shawville Blvd. SE
Sat 11:00 am – 1:00 pm

Crowfoot Library
8665 Nose Hill Dr. NW
Sat 10:15 am – 12:15 pm

Village Square
2623 – 56 St. NE
Thurs 6:30 pm – 8:30 pm

Career Tours

To register for a tour call
403-260-2606

Central Library staff offer weekly career tours to introduce customers to the wide variety of resources available to job hunters. Groups need to register in advance for these 75 minute tours. Individuals are welcome to join existing tours if space is available.

Strategic Networking

Looking for work? Volunteers lead informal networking sessions where customers learn how to create new opportunities, exchange ideas and leads.

Central Library
3 Flr., 616 MacLeod Tr. SE
Thurs 5:30 pm – 7:00 pm

Calgary Workers' Resource Centre (CWRC)

2002 – 1 Ave. NW, Calgary, AB T2N 0B3
www.calgaryworkers.org

Assistance with Accessing Employment Rights and Benefits

Ph: 403-264-8100
Fax: 403-264-8117
Email: cwrc1@telus.net
Approximately three-week
wait time

Workers in the Calgary area (including Temporary Foreign Workers) are helped to understand and access their employment-related rights, benefits and entitlements under a variety of federal and provincial legislation by:

- providing them with information and support related to their employment-related problems;
- filing complaints under the Alberta Employment Standards Code and the Alberta Human Rights, Citizenship and Multiculturalism Act;
- filing claims for Employment Insurance benefits, Workers' Compensation, Canada Pension Plan Disability benefits and other short and long-term disability plans;
- appealing decisions made by the Employment Insurance Commission, Alberta Employment Standards and the Alberta Human Rights and Citizenship Commission.

The CWRC also assists its Clients by attending hearings or panels with them and by advocating on their behalf with various government institutions and employers. Free workshops are offered to community organizations and groups on various employment rights and benefits. Note that the CWRC does not help people with job search assistance or resumé preparation services.

Centre for Newcomers

#1010, 999 – 36 St. NE, Calgary, AB T2A 7X6

www.centrefornewcomers.ca

Career Development and Job Search Services

Contact: Lorraine Moulding

Ph: 403-569-3325

Email:

lorraine@centrefornewcomers.ca

Approximately 3-4 weeks wait time to see a counsellor

Career planning and employment preparation assistance is available for immigrants who have been in Canada for 10 years or less and who are experiencing some difficulty communicating in English or French. Career and employment services are provided on a one-to-one or group basis.

- **One-on-One Individual Career Counselling** assists with training, employment and job search questions to explore career and employment options and establish action plans.
- **Workshops** cover a wide range of topics including: education and career planning, job search skills, labour market information and research, Canadian work culture, Alberta employment standards, Employment Insurance and work safety and others, as needed.
- **Career and Business Information Hub** with a career and employment library, computers, the Internet, fax, telephone and a resource counsellor available to assist with job search questions.
- **Assistance for International Qualifications Assessment Service (IQAS)** is available.
- **E-Job Search Workshop** is a one-week half-day exploration for permanent residents and refugees on how to use a computer and the Internet in a job search, including setting up an e-mail account, attaching a document to an e-mail, searching Internet job search sites, locating career information and employer information through the Internet.
- **Managing Workplace Expectations** is a two-week half-day exploration for permanent residents and refugees of understanding cultural differences in the workplace, effective employment communication skills, feedback and team work, workplace protocol for telephone and e-mail.

Services are available in at least one of the following languages: Arabic, Mandarin and Cantonese, Hindi/Urdu, Punjabi, Serbo-Croatian, Spanish, Vietnamese, some Sudanese and East African Languages.

Clients are also assisted with completing Employment Insurance applications in the following first languages: Arabic, Mandarin and Cantonese, Hindi/Urdu, Punjabi, Serbo-Croatian, Spanish and Vietnamese.

CNIB – Canadian National Institute for the Blind

15 Colonel Baker Place NE, Calgary, AB T2E 4Z3

www.cnib.ca

Bridge to Employment

Contact: Kelly Nadeau

Ph: 403-261-7221

Email:

Kelly.nadeau@cnib.ca

No cost for participants.

This is a customized program that provides employment-readiness training for people who are blind or partially sighted. Specialized services address the employment-related challenges for people with vision loss, including employment opportunities, volunteer experience, and educational or training goals. By working with participants to develop a customized program, adults with vision loss are supported to become engaged and to move forward with their action plan, through individual assessments, individual career counselling, group workshops, and computer training classes. Workshop topics include marketing yourself, work search strategies, disability disclosure and interview preparation. Services include:

- One-on-one career / employment counselling
- Orientation and mobility instruction
- Networking/peer support
- Skill enhancement workshops
- Assistive technology & computer training
- An accessible employment resource room

Funded by the Government of Canada Opportunities Fund.

Employer Connections

Alberta Works Offices – Calgary Region

Contact: Miles Partington

Ph: 403-297-4435

Email:

miles.partington@gov.ab.ca

Employer Connections events are happening regularly in Alberta Works offices across the Calgary region.

These events can help Job Seekers – underrepresented groups such as Aboriginal people, immigrants, youth, older workers and people with disabilities – showcase their talents by informing them about future employer connection opportunities:

- A chance for Albertans to speak directly to employers about job opportunities
- An opportunity to practice valuable interviewing and networking skills
- Learn from employers what it takes to make it in their industry

These events can help Employers with the tightening labour market employers can access, at no cost:

- Space to meet one-on-one with job seekers.
- Current labour market information, trends and publications for employers.
- Opportunities to profile their business to Alberta Human Services staff and other career practitioners who can refer job seekers directly to the employer.

For details of upcoming events visit: www.employment.alberta.ca/Calgary-ec

If you are a service provider and interested in being notified of Employer Connections events in Calgary, email the contact person to be added to the subscription list.

Fast Labour Solutions Ltd.

619B – 36 Ave. NE, Calgary, AB T2E 2L8

www.spiritstaffing.com

Contact: Janice Larocque,
President
Ph: 403-276-6633
Fax: 403-244-6033
Email:
info@spiritstaffing.com

Specializes in Industrial Services offering both temporary and permanent employment in the following areas: Warehousing/Distribution, Production, Transportation, Oil & Gas, Construction and Skilled Trades. Certified safety training for H2S Alive, Petroleum Safety Training, Transportation of Dangerous Goods, Ground Disturbance, Certified Flagging and WHMIS are also offered.

Immigrant Services Calgary

#1200, 910 - 7 Ave. SW, Calgary, AB T2P 3N8

www.immigrantservicescalgary.ca

Immigrant Language and Vocational Assessment – Referral Centre (ILVARC)

Ph: 403-262-2656
Fax: 403-294-1173
Email:

ilvarc@immigrantservicescalgary.ca

ILVARC provides centralized assessment and referral services for immigrants and refugees. The Centre helps immigrants achieve their language, education and career related goals.

Immigrants referred to ILVARC by Alberta Human Services (HS) staff or HS program-funded staff as part of the assessment process to determine the eligibility/suitability for programs will have the cost for the Canadian Language Benchmark (CLB) assessments covered by HS. All Clients must present their immigration documents and have a referral. Services are provided by appointment only.

Jewish Family Service Calgary

Sloan Square, #420, 5920 – 1A St. SW, Calgary, AB T2H 0G3

www.jfsc.org

Ph: 403-287-3510

This non-denominational accredited social service and psycho/educational agency offers programs and services in clinical and vocational counselling, seniors' services, family life education, immigrant and resettlement services and volunteer opportunities. Also provides contact in developing business partnerships with new and existing employers.

Vocational services provides the following assistance:

- Job placement
- Resumes and cover letter preparation
- One-on-one vocational counselling and career development
- Group sessions in vocational counselling
- Contact prospective employers for work experiences
- Practice interview skills
- Networking and telephone calling
- Resources provided (computers, fax, photocopies, newspapers, job postings)

Mentoring Program for Skilled Workers:

- Foreign trained professionals with CLB 3 or higher.

Manpower Services

240, 734 – 7 Ave. SW, Calgary, AB

Opportunities Knock

Contact: Brent Diebert

Ph: 403-440-3604

Email:

brent.diebert@manpower.com

Mon–Fri 8:30 am – 4:30 pm

Ongoing Intake

Clients must be unemployed and may be from any diverse group of unemployed Clients including but not limited to the following: low skill level that may be suitable for entry-level jobs to those seeking professional or highly skilled positions where degrees and other credentials are required, immigrants, youth, older workers and aboriginal people. Client may also be low barrier job-ready Clients who are ready, willing and able to obtain and maintain employment or who may have to access Workplace Training services through supported job search services.

The program will support job ready unemployed Clients to enter the workforce as quickly as possible by increasing their job search, acquisition and job retention skills. Services will also connect job ready Clients with prospective employers who are able to provide them with employment as quickly as possible.

The service will also provide employer-delivered Workplace Training and work exposure opportunities to unemployed Clients who are having difficulty entering the workforce due to lack of skills, limited or no work experience.

The Client will be supported through individualized coaching, workshops and placement. Clients will have access to the resource centre which will have computers with Internet, telephones, printers and fax machines.

This is a continuous Intake contract and referrals can be made throughout the active service period. The Client can be either referred or can self refer.

McBride Career Group Inc. – Comprehensive Employment Services – Strathmore and Three Hills

#103, 227 – 3 Ave., Box 2158, Strathmore, AB T1P 1K2

www.mcbridecareergroup.com

Phone: 403-934-4305

Fax: 403.934.4321

Toll free: 1-877-934-4305

Email:

Strathmore@mcbridecareergroup.com or

Threehills@mcbridecareergroup.com

A range of career and employment services are provided for all Albertan including unemployed and underemployed Clients. Programs offered include Workplace Training (WT), Exposure Course funding, Job Placement (JP) and Career Development Services (CDS).

Self-Service: All Albertans can access self-directed services including Labour Market Information, use of computers and a resource centre, self-help tools, agency electronic job board and daily job postings along with receiving career information.

Service Needs Determination Assessments are provided for Clients requiring assistance with accessing relevant information and workshops that will help them make successful labour market transitions. Clients will have help with creating clear career and employment goals and receive guidance from a career coach in reaching them. Individual and group workshops are available for career and education planning, and job search support. Some Clients may also be eligible for short-term exposure courses.

Employability Assessments are provided to eligible Clients who require specialized services depending on the particular needs of the individual to support them with their career and employment goals. Workplace Training and Job Placement services are available for eligible Clients.

Employer Electronic Job Board is available to all employers wanting to post their job vacancies in the Strathmore and Three Hills areas. Resources and assistance are offered to employers who will benefit from a job fair. A local employer is featured in the 'Employer Spotlight' in our centers up to one month helping to showcase companies and recruit staff. Specialized workshops are organized for employers and some employers could qualify for workplace training and exposure course programs to attract new personnel.

McBride Career Group Inc. – Experience Counts – Targeted Initiative for Older Workers (TIOW) (Okotoks, High River, Black Diamond and Turner Valley) [*]

Bay 3, 87 Elizabeth St., Okotoks, AB T1S 2A2

#6, 28 – 12 Ave. SE., High River, AB T1V 1T2

www.mcbridecareergroup.com

Experience Counts

Contact Alnoor Damji

Email:

adamji@mcbridecareergroup.com

Okotoks:

Ph: 403-995-4377

High River:

Ph: 403-601-2660

Fax: 403-995-3616

Continuous Intakes

This program is designed to provide Clients 55 years of age and older with a wide range of employment preparation services plus direct placement support to enhance their employability and lead to employment. All Clients will receive employment assistance and at least two employability improvement interventions.

Employment assistance activities will include: employability assessment, job search/interview techniques, resume writing, employment counseling, workshops and Job Clubs.

In addition, all Clients will receive at least two of the following employability improvement interventions:

- vocational and/or learning assessments
- basic skills upgrading (computer skills training)
- employer-based work experience
- direct marketing to employers
- certification/referral to short term courses (exposure courses)
- preparation for self-employment
- wellness/stress management life skills;
- job maintenance/success coaching
- project follow up support/job maintenance
- success coaching

McBride Career Group Inc. – Okotoks and High River

www.mcbridecareergroup.com

Okotoks and High River Career and Employment Centre

Okotoks Career and Employment Centre

Bay 3, 87 Elizabeth St.

Okotoks, AB T1S 2A2

Ph: 403-995-4377

Fax: 403-995-3616

Email:

okotoks@mcbridecareergroup.com

These Centres provide career and employment services to the residents of High River and Okotoks communities.

Services will include

- Information Services (Self-Directed Services) – Clients will have access to self-help tools and resources to assist in their independent career planning or job search queries.
- Needs Determination Services (Assisted Services) – With support from a Career Coach Clients will receive assistance with occupational research, use of computerized career planning tool, employment search assistance, portfolio, resumé and cover letter development and critiques, information on interview processes and provision of mock interview sessions.

High River Career and Employment Centre

#6, 28 – 12 Ave. SE
High River, AB T1V 1T2

Ph: 403-601-2660

Fax: 403-601-2627

Email:

highriver@mcbridecareergroup.com

[oup.com](http://www.highrivercareergroup.com)

Mon-Fri

8:30 am – 12:00 pm and

1:00 pm – 4:30 pm

Contact: Amber Chapman

Continuous Intake

- Career and Employment Counselling Services will be available to Clients who require more comprehensive supports in order to pursue career and employment goals.
- Employer Services include job fairs for local employers with opportunity for employers to collect resumés and conduct “on the spot” interviews, weekly “spotlight” of local employers, access to the Contractor’s free job postings and job postings at various locations throughout the communities.

Mustard Seed Employment Centre

102 –11 Ave. SE, Calgary, AB T2G 0X5

www.theseed.ca

Mustard Seed Employment Program

Ph: 403-269-1319

Email:

employment@theseed.ca

Focusing on job placement and job coaching services, Clients are referred internally or from other agencies. After a thorough intake process, they are paired with an Employment Coach to help match them with the right work opportunity. Assistance with job skills and life skills training is provided to help Clients secure work. Employment Coaches work with Clients as they begin to work and provide the encouragement and assistance needed for success. Employment Coaches are also available to consult with the employer and address any concerns. An Employment Developer works to engage Calgary employers in partnering to provide work opportunities.

Services provided:

- Job placement
- Job coaching/support
- Job search assistance
- Interview skills training
- Life skills training
- Job skills training assistance

Prospect Human Services Society – Assessment Centre

Northland Building, #130, 910 - 7 Ave. SW, Calgary, AB T2P 3N8

Contact: Jayne Border

Ph: 403-237-5108

www.prospectnow.ca

Up to two weeks’ wait time to see a counsellor.

Exposure Course Cheque Processing

Provides job-ready individuals access to funding for Exposure Courses in job specific certifications required to obtain employment in a specific field. HS staff complete individual assessments and a referral form is provided to present to the assigned staff. Staff generate a cheque in the name of the Exposure Course training provider to give to the individual.

Exposure courses are open to all Albertans who must:

- Be job ready except for certain job specific credentials
- Require certification in specific mandatory job skills

There must be a strong likelihood of employment within one month.

**Calgary Case
Management Services**

The service deals with case managing individuals receiving Alberta Works, Income Support while attending the basic education and skill training programs at schools that have not signed an Accountability Framework Agreement. The service is responsible for monitoring progress, confirming the successful completion of programs and the transition of individuals to work, or to further learning opportunities that demonstrate substantial progress toward the completion of their career plans.

Case management includes:

- Reviewing how well Clients needs are being met by the training institution
- Reviewing Client commencement, attendance and progress towards completion of programs and career plans
- Facilitating the resolution of issues, and making adjustments as required
- Referrals to other community services or resources to address barrier to training and employment
- Follow-up to confirm completion of Client action plan and transition to work or further study, and
- Appropriate file closure

**Calgary Assessment for
Non-AFA Schools**

The following services are provided:

Assessment Service

Service is provided for individuals who are considering attending a grant-funded program at a non-Accountability Framework Agreement (AFA) school in the City of Calgary. The assessment helps them make the best decision regarding training that will lead to employment.

Informed Choice Workshop
Drop-In Basis
Mon 1:00 pm
Wed 9:00 am and 1:00 pm

This service is primarily for individuals considering additional training to secure employment and includes the following information:

- How to complete the research questionnaire including what questions to ask employers.
 - How to ensure that the course that is being offered by a training institution is accepted by industry.
 - How to discover the schools results for employment for previous courses offered and what type of jobs the individuals obtain.
 - What is the individual's learning style and does this match with the training institutions training format?

 - How to find out from the training institutions how much time is required outside of the school hours (homework) to be a success in the training course.
 - How to find out from the school if there is a practicum component and who finds the practicum placement; i.e., the school or the student.
 - What are the school's expectations of acceptable progress and what does the school offer to support individuals who are not meeting those expectations?
 - Current labour market information including website addresses to obtain additional information and how to interpret the information.
-

Prospect Human Services Society – Employment Placement Services

915 – 33 St. NE, Calgary, AB T2A 6T2

www.prospectnow.ca

Employment Placement Services

Ph: 403-273-2822

Continuous Intake

A variety of individual supports is offered to people who are seeking to enter the workforce. Participants may not be ready for competitive employment and/or require assistance in locating, securing and maintaining employment.

Individual assistance is offered with career counselling, resumé writing, job search techniques and interview skills. In addition, marketing, job coaching and long term placement follow-up for employment or volunteer positions is provided as required.

Participants also have access to the employment resource centre. Features include access to assistive technology, the Internet, educational materials, community services and resources, transit information and employment and volunteer postings.

Prospect Human Services – Experience Counts – Targeted Initiative for Older Workers (TIOW) (Airdrie)

129 Bowers St. NE, Airdrie, AB T4B 2B7

www.prospectnow.ca

Work Wise

Contact: Nik Dubowik

Ph: 403-948-9711

Email:

nik.dubowik@prospectnow.ca

Continuous Intakes

This program is designed to provide unemployed Airdrie residents 55 years of age and older with a wide range of employment preparation services plus direct placement support to enhance their employability and lead to employment. All Clients will receive employment assistance and at least two employability improvement interventions. Employment assistance activities will include employability assessment, job search/interview techniques, resume writing, employment counseling, workshops and Job Clubs.

In addition, all Clients will receive at least two of the following employability improvement interventions:

- vocational and/or learning assessments
- basic skills upgrading (computer skills training)
- employer-based work experience
- direct marketing to employers
- certification/referral to short term courses (exposure courses)
- preparation for self-employment
- wellness/stress management life skills;
- job maintenance/success coaching
- project follow up support/job maintenance
- success coaching

Prospect Human Services Society – Rockyview Employment Services – Airdrie and Cochrane

915 - 33 St. NE, Calgary, AB
www.prospectnow.ca

Rockyview Employment Services **Airdrie Employment Services**

101, 129 Bowers St NE
PO Box 3504
Airdrie, AB T4B 2B7
Ph: 403-948-9711
Fax: 403-948-9715
Email:

Airdrie.employment@prospectnow.ca

Website:

www.airdrieemployment.com

Cochrane Employment Services

#5, 118 - 1 Ave. W
PO Box 805
Cochrane, AB T4C 1A9
Ph: 403-709-0010
Fax: 403-709-0013
Email:

Cochrane.employment@prospectnow.ca

Website:

www.cochraneemployment.com

Continuous Intake

This service is open to any Client who is unemployed (EI, EI/Reachback, Income Support, Other Albertans) and provides the following employment services in the Cochrane - Airdrie area and itinerant services to surrounding communities.

- **Self Directed Services:** offer available career and employment resource materials, labour market information, labour exchange, self help tools, HS publications, applications advice and assistance. Computers, printers, fax machines, telephone and Internet accesses are available.
- **Assisted Services:** offer limited advice and guidance for shorter-term services and referral to various short courses which may include exposure courses or workshops that will be provided upon demand.
- **Career & Employment Counselling Services:** offer a full workability assessment resulting in a Client action plan. It is for Clients who may require government funding as outlined in their action plan and may include a combination of workshops, exposure courses, self-help materials or referral to other HS programs. The Client will be case managed to ensure a successful transition to employment.

Rupertsland Institute – Métis Training to Employment

#5, 2611 - 37 Ave. NE, Calgary, AB T1Y 5V7
www.metisemployment.ca

Métis Employment Services

Contact: Diane Fehr,
Manager, Métis Training to
Employment – Region
South

Ph: 403-250-8902

Toll Free: 1-877-250-4295

Email:

dfehr@rupertsland.org

Computer Lab open:

Mon-Fri 8:30 am to 4:30 pm
(Closed on Holidays)

These services are available to all job seekers and will include assistance in resumé preparation, interview skills, job search, employer contact/job board and job maintenance skills. Referrals can be made to other agencies/services where required.

To assist in addressing the issue of Aboriginal unemployment, services are offered to Métis people in the Province of Alberta to enter the workforce or return to school. These services will provide Clients with the necessary tools to become gainfully employed or enrolled in the training/ education required to prepare them for their career goals. The services offered include Career Counselling/Planning, Job Placement and Employment Preparation to enter and compete effectively in the labour market.

Salvation Army

Centre of Hope, 420 – 9 Ave. SE, Calgary, AB T2G 0R9

The Employment and Education Resource Services (EERS)

Ph: 403-410-1167

Fax: 403-410-1177

Email:

eers@salvationarmycalgary.org

Mon –Thurs

First Session:

9:00 am – 10:20 am

(registered Client self-directed approach)

Second Session:

9:35 am – 12:00 pm

(registered Client self-directed approach)

Mon & Wed

1:00 pm -3:00 pm: one-on-one appointments

Tues 1:00 pm - 3:00 pm: Basic Literacy classes

Thurs 1:00 pm - 3:00 pm:

Basic Computer classes

Fri Closed

This service is available to registered residents and non residents of the Salvation Army Education Resource – Centre of Hope or The Booth Centre.

The primary purpose is to assist people in the writing of their resumés and cover letters, to support them in their job search and for interview techniques and strategies. Individuals also are assessed for career, education and/or training interests and referred to appropriate resources. Clients are supported to gain basic computer knowledge: Internet, E-mail, MS Word and work-related online applications.

There are 14 computer stations, telephones for Clients to make local calls, photocopiers, fax, newspapers and a Work Related Telephone Service. Clients are supported to move forward through various work related, lifestyle, housing, and/or immigration processes or challenges.

Spirit Staffing & Consulting Inc.

619A – 36 Ave. NE, Calgary, AB T2E 2L8

www.spiritstaffing.com

Contact: Janice Larocque,
President

Ph: 403-244-3012

Fax: 403-244-6033

Email:

janice@spiritstaffing.com

An equal opportunity employment agency that provides services for people from all cultural backgrounds and disciplines such as Administrative/Clerical, Human Resources, Oil & Gas, Engineering, Financial & Executive Management. A culturally sensitive atmosphere for employees so that they can feel comfortable in their search for employment. Training and consulting also provided to make the transition into the workforce simpler.

Trans-Canada Solutions - The Job Resource Centre - Banff and Canmore

Canmore: 109, 710 – 10 St, Canmore, AB T1W 0G7

Banff: 314 Marten St., Box 2039, Banff, AB T1W 1B8

www.jobresourcecentre.com

Job Resource Centre

Contact: Sandy Nemeth

Banff: Ph: 403-760-3311

Canmore: Ph: 403-678-6601

Continuous Intake

Individuals are assisted to make successful employment and educational transitions or find work by providing self-directed services such as a labour exchange, access to computers and office equipment; assisted services such as job search techniques, resumé preparation and individual coaching; career and employment counselling services such as career planning and information on education and training options.

Employers' services include job posting service, HR consulting, workshops, hiring fairs, foreign worker information services and Labour Market Information and an interview room for employer use. Services are available in both official languages in the Banff location.

Youth Employment Centre (YEC)

2nd Flr., 315 - 10 Ave. SE, Calgary, AB T2G 0W2

Ph: 403-268-2490 or 403-268-6464

www.nextsteps.org

Calgary Youth Employment Centre (YEC)

Contact: Brenda
Hutchinson, Career
Development and
Employment Coordinator
Ph: 403-268-2490
Continuous Intake; same
day service

Year-round career planning and job search services are offered at no cost to youth between 15-24 years of age. Assistance from the experts is provided on how to write and update resumés, how to ace job interviews, explore career and education options and access training. Connect with a career counsellor for job search and career planning, learn how to network and look for a variety of jobs on the online job board.
