

## CAREER AND EMPLOYMENT SERVICES/JOB SEARCH

- If a program is identified as ► **Alberta Works Funded**, this means that the program is funded by Community and Business Services (CBS), Alberta Human Services (HS).

### **Alberta Human Services (HS):**

Offers career and employment programs and services to help Albertans prepare for, find, and maintain employment. Includes support for training and temporary employment programs.

### **ALIS Website**

Alberta Learning Information Service (ALIS) is the provincial gateway to help Albertans plan and achieve educational and career success. ALIS provides information for career planning, post-secondary education and training, educational funding, job search, labour market trends, and workplace issues.

Website address: <http://alis.alberta.ca/>

### **Career Information Hotline**

The Career Information Hotline is an information service to help Albertans make informed career, education and employment decisions. Career advisors are available by telephone, Telecommunication Device for the Deaf (TTY), fax, e-mail and website.

**Phone:** 1-800-661-3753 (free from anywhere in Alberta)  
(780) 422-4266 (in Edmonton)

**Fax:** (780) 422-0372

**E-mail address:** [hotline@alis.gov.ab.ca](mailto:hotline@alis.gov.ab.ca)

**Website address:** <http://www.alis.gov.ab.ca/hotline/main.asp>

### **Employer Connections**

Employer Connections events are held regularly at Alberta Works offices in Edmonton. Job seekers and career changers meet employers face-to-face to find out about current job vacancies. Job seekers are advised to bring copies of their up-to-date resume.

Website: <http://www.humanservices.alberta.ca>

**Alberta Human Services (HS):**

**Alberta Works Centres**

**Downtown:**

Main Floor, 10242 – 105 Street  
Edmonton, AB T5J 3L5

Ph: (780) 427-9674 / 427-9675

Tech Desk/Computer Bookings:

Ph: (780) 422-5858

Fax: (780) 422-5601

**Northside:**

Unit #2050, Northgate Center  
9499 - 137 Avenue

Edmonton, AB T5E 5R8

Ph: (780) 422-9440

TDD: (780) 427-1544

**Southside:**

6325 Gateway Boulevard

Edmonton, AB T6H 5H6

Ph: (780) 644-2888

**West-end**

#120 Meadowlark Shopping Centre

15710 – 87 Avenue

Edmonton, AB T5R 5W9

Ph: (780) 415-8116

Alberta Works Centres (LMICs) are resource Centres with an extensive range of information to help Albertans make career, learning and work decisions.

Alberta Works Centres are equipped with computers for Internet use and word processing, telephones, fax machines and photocopiers for career and work-search purposes. The Centres are available for those looking for information to make career, learning and work decisions. Descriptions of the services provided in the Edmonton Region can be found at the following site:

<http://www.humanservices.alberta.ca>

## ***Bissell Centre:***

### **Employment Services Program**

#### **► Alberta Works Funded**

Address: 10527 – 96 Street  
Edmonton, AB T5H 2H5  
Phone: (780) 423-2285  
Dispatch office: (780) 424-4385  
Website: <http://www.bissellCentre.org/>

#### **Target group:**

Individuals 18 years old or older must have a Social Insurance Number (these are checked upon registration).

#### **Program Description:**

The Access to Success Youth Program is a pre-employment and employment preparation program for youth with mental health concerns and barriers to employment.

#### **Program Length:**

The program is 22 weeks in length including a six week work exposure

#### **Intake Dates:**

Please contact for intake dates.

#### **Pre-Requisites/Eligibility Requirement:**

Please contact for details.

## ***Bissell Centre:***

### **Moving Up Program**

#### **► Alberta Works Funded**

Address: 10527 – 96 Street  
Edmonton, AB T5H 2H5  
Phone: (780) 423-2285 ext. 150  
Email:  
Dispatch office: (780) 424-4385  
Website: <http://www.bissellCentre.org/>

#### **Target group:**

Residents of Edmonton's inner-city, 18 years of age and older and experiencing homelessness or have a low income. Participants must register with Employment Services

#### **Program Description:**

Please contact for details.

#### **Program Length:**

This is a two-day a week program which runs for four weeks. One day a week is spent in class for pre-employment training.

#### **Intake Dates:**

Please contact for intake dates.

#### **Pre-Requisites/Eligibility Requirement:**

Contact Employment Services for more information.

## **Bissell Centre:**

### **Career & Employment Services for the Inner City**

#### **► Alberta Works Funded**

Address: 10530 – 96 Street  
Edmonton, AB

Phone: (780) 423-2285

Dispatch office: (780) 424-4385

Website: <http://www.bissellCentre.org/>

#### **Target group:**

Residents of Edmonton's inner-city, 18 years of age and older and experiencing homelessness or have a low income. Other unemployed Albertans may access the service.

#### **Program Description:**

The Career and Employment Services will provide an integrated approach to employment services in the inner city. The Primary service is the Casual Labour office which matches workers with employers looking for short term casual labour positions. Clients must register with Casual Labour in order to be sent out on a job. Other services include assessments, referrals, life management workshops/counselling, exposure courses, resume development, supportive job search services, telephone message service, job matching and job placement. The Contractor will provide work clothing, lend bus tickets and provide lunches for those who need them to enable the client to work through the day.

#### **Program Length:**

This is a two-day a week program which runs for four weeks. One day a week is spent in class for pre-employment training.

#### **Intake Dates:**

Please contact for intake dates.

#### **Pre-Requisites/Eligibility Requirement:**

Although services are targeted to meet the needs of inner city residents, other unemployed Albertans may access the service.

## **Bredin Centre for Learning**

Address: 9th Flr - 10045 111 Street NW,  
Edmonton, AB T5K 2M5  
Phone: (780) 425-3730  
Website: <http://www.bredin@bredin.ab.ca>  
Email : [bredin@bredin.ca](mailto:bredin@bredin.ca)

### **Provider Description:**

Bredin Centre for Learning is a non-profit organization, registered under the Societies Act of Alberta, founded in 1976. The Bredin has been using the Client Centred approach to designing and offering Albertans a wide variety of programming. The main aim of which is to assist individuals to build better futures for themselves and their families.

These programs presently consist of employment job search/placement services, training programs in high demand occupations, youth programming and programs/services to immigrants.

The main purpose and business is to transition unemployed, survival employed or underemployed into a positive contributor to Alberta society. This is accomplished through education, skill development, life skills, decreasing language barriers and aiding in the integration of immigrants into the Canadian culture. Student Funding is available.

## **County of Parkland Worksource Program**

### **► Alberta Works Funded**

Address: 101, 131 – First Avenue  
Spruce Grove, AB T7X 2Z8  
Phone: (780) 960-4861  
Fax: (780) 960-4674  
Email: [worksource@bredin.ab.ca](mailto:worksource@bredin.ab.ca)  
Website: [www.bredin.ca](http://www.bredin.ca)

### **Target group:**

Unemployed Albertans, youth and adults in the County of Parkland

### **Program Description:**

WorkSource will provide services to help Albertans in the County of Parkland to develop skills, find and keep employment and manage their careers through the Labour Market Resource Centre, Job Placement Services and Workplace Training program.

### **Program Length:**

The length of program will vary depending on the type of service that the client requires.

### **Intake Dates:**

Please contact for intake dates.

### **Pre-Requisites/Eligibility Requirement:**

Employment Insurance recipients, Employment Insurance reach back, recipients of Alberta Works Income Support or, unemployed or marginally employed, low income Albertans, ready, willing and able to benefit from employment services, eighteen years of age or older, legally entitled to work in Canada, meet citizenship requirements (e.g. Canadian citizen, permanent resident or convention refugee).

**Bredin Centre for Learning**  
**Employment Centre**  
► Alberta Works Funded

Address: 9th Flr - 10045 111 Street NW,  
Edmonton, AB T5K 2M5  
Phone: (780) 425-3730  
Website: <http://www.bredin@bredin.ab.ca>  
Email : [bredin@bredin.ca](mailto:bredin@bredin.ca)

**Target Group:**

Unemployed and underemployed Albertans.

**Program Description:**

To provide employment preparation, job search workshops and support services to enable participants to secure and maintain employment. Workplace Training will be provided for Albertans who require this service in order to become employed.

**Program Length:**

Varies.

**Intake Dates:**

Please contact for intake dates.

**Pre-Requisites/Eligibility Requirement:**

- 18 years of age or older and
- Unemployed
- Marginally employed individuals who are able to continue working while attending the program
- A resident of Alberta

Deemed to meet citizenship (e.g. Canadian Citizen, permanent resident or convention refugee) and be legally entitled to work and train in Canada.

## **Careers Under Construction**

### **Career Resource Centre**

#### **► Alberta Works Funded**

Address: 162, 10404 – 99 Avenue  
Fort Saskatchewan, AB  
T8L3W2

Phone: (780) 990-0250

Fax: (780) 992-9264

Website: <http://citinc.ca/careers-under-construction.php>

### **Target group:**

Youth and adults looking for and wanting to maintain employment in the Fort Saskatchewan and surrounding areas

### **Program Description:**

Careers Under Construction assists individuals with resume and cover letter development, career counselling, job search assistance, job search support services, career related workshops, computer courses and possible exposure course funding.

Careers Under Construction provides access to a full resource center to assist clients looking for employment including an updated daily job board, faxing, photocopying, and internet access for job search purposes, local and regional newspapers, and job and career related resources.

Careers Under Construction also provide services to employers to connect with employees in the Fort Saskatchewan area including a free job board to post positions, hosting and advertising job/recruitment fairs, interview rooms, and resources to help your business grow

### **Hours:**

8:30 a.m. - 4:30 p.m. Monday to Friday

### **Program Length:**

The length of program will vary depending on the type of service that the client requires.

### **Intake Dates:**

Open

### **Pre-Requisites/Eligibility Requirement:**

All Albertans are Eligible

Call for more information

## **McBride Career Group**

### **Employment Centre**

#### **► Alberta Works Funded**

Address: #801 - 10242 105 St NW,  
Edmonton, AB T5J 1E5

Phone: (780) 448-1380

Website: [www.mcbridecareergroup.com](http://www.mcbridecareergroup.com)

#### **Provider Description:**

McBride Career Group (MCG) provides unemployed and underemployed Albertans with programs to achieve and retain meaningful employment opportunities. Services include:

- Career consulting
- Employment support
- Occupational training
- Professional development

Other areas of specialty include:

- Career changers by assisting unemployed individuals to identify steps toward job and career goals
- Employer assistance by providing support in hiring, training, developing and retaining capable employees.

MCG trains and supports Albertans in their job search through various programs and workshops that are designed to enhance or retrain unemployed or underemployed Albertans and career changers. McBride assists the unemployed to find suitable employment by increasing their job skills and offering employment support and development. Our funded services are free of charge to participants.

#### **Target Group:**

Unemployed and underemployed Albertans.

#### **Program Description:**

To provide employment preparation, job search workshops and support services to enable participants to secure and maintain employment. Workplace Training will be provided for Albertans who require this service in order to become employed.

#### **Program Length:**

Varies.

#### **Intake Dates:**

Please contact for intake dates.

#### **Pre-Requisites/Eligibility Requirement:**

- 18 years of age or older and
- Unemployed
- Marginally employed individuals who are able to continue working while attending the program
- A resident of Alberta
- Deemed to meet citizenship (e.g. Canadian Citizen, permanent resident or convention refugee) and be legally entitled to work and train in Canada.



## **St. Albert Library:**

### **Career Resource Centre**

#### **► Alberta Works Funded**

Address: #5 St. Anne Street  
St. Albert, AB T8N 3Z9

Phone: (780) 459-1530

Fax: (780) 458-5772

Email: [sapl@sapl.ab.ca](mailto:sapl@sapl.ab.ca)

Website: [www.sapl.ab.ca](http://www.sapl.ab.ca)

#### **Provider Description:**

The Career Resource Centre provides computers with internet and word processing, a printer, telephone, fax machine, scanner and photocopier. Online and print resources, career advising, counseling referrals, employment workshops and work search assistance are provided.

#### **Hours:**

9:00 a.m. - 9:00 p.m. Monday to Thursday

9:00 a.m. - 6:00 p.m. Friday

9:00 a.m. - 5:00 p.m. Saturday

1:00 p.m. - 5:00 p.m. Sunday

#### **Target Group:**

All Albertans.

#### **Program Description:**

See above.

#### **Program Length:**

Varies depending on individual requirements.

#### **Intake Dates:**

Please contact for intake dates.

#### **Pre-Requisites/Eligibility Requirement:**

None.

## **Strathcona County Library**

### **Career Resource Centre**

Address: 401 Festival Lane  
Sherwood Park  
T8A 5P7

Phone: (780) 410-8647

Fax:

Email: [www.sclibrary.ab.ca](http://www.sclibrary.ab.ca)

#### **Provider Description:**

The Library provides free computers with internet and word processing. Job seekers can have job-related documents printed, scanned, faxed or copies free courtesy of the Rotary Club of Sherwood Park Centennial. Job seekers can meet for free with a resume tutor by making an appointment evenings or weekends; this service is funded by the Rotary Club of Sherwood Park Centennial, Community Adult Learning and Literacy Society, Strathcona County Library.

#### **Hours:**

9:30 a.m. - 9:00 p.m. Monday to Friday

9:30 a.m. - 5:00 p.m. Saturday

1:00 p.m. - 5:00 p.m. Sunday

#### **Target Group:**

All Albertans.

#### **Program Description:**

See above.

#### **Program Length:**

Varies depending on individual requirements.

#### **Intake Dates:**

Please contact for intake dates.

#### **Pre-Requisites/Eligibility Requirement:**

None.

## **Wecan Cooperative:**

### **Employment Resource Centre**

#### **► Alberta Works Funded**

Address: #240 Abbottsfield Mall  
3210 – 118 Avenue  
Edmonton, AB T5W 4W1  
Phone: (780) 479-5443  
Fax: (780) 474-1993  
Email: [wecanco-op@shaw.ca](mailto:wecanco-op@shaw.ca)  
Website: <http://www.wecancooperative.ca>

#### **Target group:**

Low income individuals seeking assistance with job search and career counseling.

#### **Program Description:**

Wecan Cooperative provides services to address individual needs including:

- Career and employment information
- Career advising
- Assessment
- Service Plan development
- Personal development and counselling
- Career counselling
- Preparation for training and/or education
- Job search assistance

The Employment Resource Centre has an extensive range of information to help individuals make career, learning and work decisions. The Centre is equipped with computers for word processing, telephones, fax machines and photocopiers for career and work-search purposes.

Employment consultants available by appointment.

#### **Program Length:**

Varies depending on individual requirements.

#### **Intake Dates:**

Please contact for intake dates.

#### **Pre-Requisites/Eligibility Requirement:**

Please contact for details.