

Abilities & Wellness Advisor

Employment Type: 2-Year Term

Competition #: 26/184

Compensation: \$ 86,055.32 - \$ 105,914.90 per year

Closing date: October 13, 2026, 10:00 PM (MST)

Work Location: 110 Carleton Drive, St. Albert

About the City of St. Albert

Working at the City of St. Albert means joining a dedicated team that aims to deliver outstanding service to our vibrant community. We pride ourselves on employing a diverse group of employees who each bring unique skills and contribute to delivering exceptional services to our residents. We value collaboration, accountability, respect, and enjoyment in our work each day.

Job Details

The City of St. Albert is recruiting an individual to join our Human Resources & Safety department as an Abilities & Wellness Advisor.

Reporting to the Manager, Health, Safety & Security, this position will be primarily responsible for leading and delivering key projects related to employee wellness, abilities management, and department initiatives. In addition, the position will be responsible for administering and managing occupational and non-occupational disability claims, return-to-work programs, and attendance management processes.

Responsibilities

- Lead the planning, coordination, implementation, and evaluation of assigned projects that support employee wellness and abilities processes.
- Manage occupational and non-occupational disability claims, including short-term and long-term absences.
- Coordinate return-to-work planning for employees recovering from illness or injury, ensuring appropriate accommodations are identified and implemented.
- Support department supervisors with meeting their responsibilities in managing their staff's attendance in alignment with corporate policies and collective agreements.
- Provide guidance on workplace accommodations consistent with human rights obligations and organizational policies.
- Maintain accurate records related to disability claims, attendance management, and workplace accommodations.

Project Work Includes

- Develop a program framework for the expansion of the City's Peer Support program, including service model components, roles, resources, communication needs, and implementation considerations.
- Lead the execution of a Job Demands Analysis project to support effective return-to-work planning and inform accommodations appropriately.
- Develop resources to support employees, supervisors, and leaders in their understanding of the abilities process, roles, expectations, and available supports.
- Lead procurement and contract processes that support the delivery of employee wellness and peer support services.

Qualifications

- A Bachelor's degree in Rehabilitation, Disability Studies, Kinesiology, Occupational or Physical Therapy, Social Work, Psychology, Human Resources, or Commerce, combined with a minimum of 5 years of experience in disability management, occupational health, vocational/medical rehabilitation or related experience.
- One of the following are considered an asset: Chartered Professional Human Resources (CPHR), Canadian Disability Management Professional (CDMP), Certified Rehabilitation Professional (CRP).
- In-depth knowledge of medical and rehabilitative terminology, practices and procedures as well as a solid understanding of normal convalescent periods and medical treatment for illness and injuries.
- Strong interpersonal skills, including empathy, conflict resolution, and negotiation skills, with the ability to convey complex information clearly and build collaborative relationships across diverse stakeholder groups.
- Strong multitasking, problem-solving, and critical thinking skills, with the ability to make sound decisions, plan effectively, and remain adaptable while managing competing demands and changing priorities.
- Equivalent combinations of experience and education may be considered.

Hours of Work

- We offer a compressed bi-weekly work schedule of 72 hours, Monday - Friday, 8:00 – 5:00, with a biweekly regular day off (RDO).
- Benefit from flexible work hours by adjusting your start and end times by 30 or 60 minutes around our core hours of 8 a.m. to 5 p.m.

Term

- This is a 2-year term position, with the possibility of an extension.

Compensation

- The salary ranges from \$86,055.32 - \$105,914.90 per year including a comprehensive benefits package and accrued paid vacation starting at 3 weeks per year.
- Learn more about our benefits here: [Employee Benefits Booklet](#)
- Candidates not meeting the full qualifications may be considered for a development opportunity at a lower classification and salary.

Why You Should Work With Us

- Eligible to apply for a Hybrid Remote Work arrangement, with a minimum of 51% of work time spent onsite and the remainder worked remotely. Employees are eligible to participate in this program after 3 months of employment, subject to satisfactory performance.
- Employees can purchase an annual Recreation Access Pass for \$87 + tax, granting unlimited access to Servus Credit Union Place (excluding PLAYcare and registered programs), Fountain Park Recreation Centre, and Grosvenor Outdoor Pool.
- Free parking near most City worksites (ask for location specific details).

Conditions of Employment

- A valid Alberta Class 5 Driver's Licence and access to a personal vehicle for business use are required.
- The successful candidate will be required to provide proof of educational and professional credentials.
- The successful applicant will be required to maintain a satisfactory police information check.
- Please note that the presence of charges or convictions does not automatically preclude an individual from being considered for employment. All findings will be reviewed and assessed in relation to the responsibilities and requirements of the position.

Application Information

- If you are interested in this opportunity, please submit a cover letter and resume via our City of St. Albert employment opportunities site stalbert.ca/employment. Applications will only be accepted to 10:00 p.m. (Mountain Time Zone) on the closing date.

We thank all applicants for their interest and effort in applying. Only candidates selected for interviews will be contacted.

The City of St. Albert is committed to creating and fostering a diverse workforce where all are welcome and we find a common purpose and strength in our differences. All qualified candidates are encouraged to apply, including those from members of groups that are historically or continue to be underrepresented.

We respectfully acknowledge that we are on Treaty 6 territory, traditional lands of First Nations and Métis peoples. As treaty People, Indigenous and non-Indigenous, we share the responsibility for stewardship of this beautiful land.