

Career Development Practitioner: West Prince (Mill River location)

Career Development Services (CDS) was founded in 2003. We provide service and support to individuals living in Prince Edward Island who are exploring careers, looking for work, or are in career transition. Our services are free, confidential, and available Island-wide. Client services are delivered on site at CDS and may be in-person, by phone, email and/or video call. For more details please visit: cdspei.ca.

Responsibilities include:

- Assisting individuals with resume development, job search and networking skills, interview skills, and labour market research.
- Providing timely case management support for clients to access funding for wage subsidies and/or training (through various government programs).
- Developing and facilitating group workshops and information sessions.

Qualifications:

- An undergraduate degree, or a related post-secondary diploma (ex. Human Services, Child & Youth Care Worker).
- Relevant work experience will be considered an asset.
- Proven ability to establish positive relationships and effectively collaborate with a diverse client base, showcasing adaptability and cultural competence.
- Demonstrated experience working well with internal team members & external partners.
- Microsoft 365 and database management skills are an asset.
- Case management experience is an asset but training is provided.
- The successful applicant must provide a satisfactory criminal record check and proof of education, prior to beginning employment.

Work Location:	Mill River (Woodstock), PE; occasional travel to the Tignish CDS office may be required
Tentative Start Date:	As soon as possible
Starting annual salary:	\$50,434
Employment Term:	Full-time temporary, one year position (37.5 hours/week)
Closing Date:	Monday, February 2 nd , 2026 at 4pm; or until filled

Please send a cover letter and resume to: admin@cdspei.ca.

If you require more information, please do not hesitate to contact us. We welcome applicants from all backgrounds and are committed to fostering a diverse and inclusive workplace. If you require any accommodations during the recruitment and hiring process, please let us know so that we can ensure a smooth and accessible experience for all qualified candidates. We look forward to hearing from you!