

Youth Services Directory

**Learning, Employment and Career Resources
for use by
Youth-Serving Authorities, Agencies, Parents
and Youth**



**Alberta
Children and
Youth
Initiative**

Alberta



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Introduction

The development of the Youth Services Directory was a cross-ministerial project under the Alberta Children and Youth Initiative (ACYI). Introduced in 1998, ACYI is a collaborative partnership of government ministries working together on issues affecting children and youth. Its vision ensures that Alberta's children and youth are well cared for, safe, successful at learning and healthy.

The ACYI provides a broad forum for dealing with children and youth issues, using the expertise of partnering ministries, communities and Aboriginal people to develop strategies and initiatives. Strategies provide practical opportunities for organizations and individuals to work together for children, youth and their families. Aboriginal youth and youth with disabilities have been identified as a population requiring special supports, as a result the Youth Services Directory should provide increased access to these programs.

While developed primarily for youth serving authorities and agencies, the directory may also serve as a direct resource for youth and parents.

The resources and services within this document are supported either federally or provincially. We have included a federal youth website and contact number where information can be accessed in both French and English. The Youth Services Directory is available in both hard copy and electronically on the web. For web users, the Youth Services Directory has been designed to be as user friendly as possible.

Click on any heading in the Table of Contents to be forwarded to that particular section. Each resource or service, with an available link to the Internet, has been hyperlinked. Double-click on the title to be connected to the web page.

A complete list of links is included at the back of the document for ease of reference.

The Youth Services Directory was created to connect Alberta's youth, and those working with youth in Alberta, to resources and services that they otherwise may not be aware of. We hope you find the Youth Services Directory as a valuable tool in your search for learning, career and employment information.



Learning

Education and Training

Aboriginal Studies

This program includes the study of traditions and histories of Aboriginal people and is designed to enhance students' awareness of the perspectives and worldviews of Aboriginal people in Alberta, Canada and the world.

This program is designed to develop a sense of pride among Aboriginal students in their cultural heritage and enhance their esteem. The program serves to increase awareness, appreciation and understanding among Alberta students of the rich history, culture and contributions of Aboriginal people in Canada.

Learning Resources Centre
12360 - 142 Street
Edmonton, Alberta T5L 4X9
Telephone: (780) 427-5775
Toll Free in Alberta: 310-0000 and then the number
Fax: (780) 422-9750

Academic Upgrading

Academic Upgrading, one of the services provided through Alberta Works, is primarily classroom-based training. Designed to assist unemployed or marginally employed adults (18 years or older) to develop the necessary academic competencies to obtain employment and/or to pursue further employment-related training to a level that will allow them to enter apprenticeship, technical, business, college or university programs.

An exception to obtaining a Grade 12 diploma is made for youth who are attending the regular high school system (K-12) in order to allow these clients to achieve their high school diploma.

Agricultural Processing Industry Employment Program

The Agricultural Processing Industry Employment Program (APIEP) provides opportunities for career related experience and skill training for students employed in Alberta's Processing Industry.

Alberta Agriculture, Food & Rural Development
Agricultural Information Centre
Bag 600, Stettler, Alberta, T0C 2L0
Telephone: 1-866-882-7677
Fax: (403) 742-7527





Alberta Aboriginal Apprenticeship Program

A project aimed at increasing Aboriginal participation in the apprenticeships through promoting training in apprenticeships within Aboriginal communities.

Edmonton
Suite 405, 10707 – 100 Ave
Edmonton, Alberta T5J 2W3
Telephone: (780) 408-1840
Toll Free: 1-866-408-1840
Fax: (780) 408-1844

Fort McMurray
208, 9912A Franklin Avenue
Fort McMurray, Alberta T9H 1S2
Telephone: (780) 715-3630
Fax: (780) 715-3560

Lethbridge
103 – 519 – 7th Street
Lethbridge, Alberta T1J 2G8
Telephone: (403) 327-5697
Fax: (403) 327-5374

Calgary
Main Floor, 6011 – 1A Street
Calgary, Alberta T9H 1S2
Telephone: (403) 258-2201
Fax: (403) 258-2283

Alberta Job Corps (AJC)

Part of Alberta Works, the AJC provides income support recipients with the opportunity to work and earn a wage while learning employment skills.

Alberta Job Corps
11244 – 120 Street
Edmonton, Alberta T5G 0W5
Telephone: (780) 422-4011
Fax: (780) 422-4425

Alberta Learning Information Service (ALIS)

An online source for education and training information, this site includes content about secondary education and training institutions, as well as contacts and information regarding career, learning and employment. Also see www.alis.gov.ab.ca/edinfo/ for information on Alberta post-secondary information. Francophone programs are also highlighted.

Alberta Learning Information Service
Capital Health Centre, South Tower
12 Floor, 10030 - 107 Street
Edmonton, Alberta T5J 3E4
Telephone: (780) 422-4266
Toll Free in Alberta: 1-800-661-3753
Fax: (780) 422-0372





Amiskwaciy Academy

Amiskwaciy Academy offers a program for high school students interested in approaching their education from an Aboriginal perspective, offering courses on the history, culture and values of Canada's Aboriginal people.

Amiskwaciy Academy
101 Airport Road
Edmonton, Alberta T5G 3K2
Telephone: (780) 424-1270
Fax: (780) 424-1284

Ben Calf Robe School

The Ben Calf Robe School provides education and upgrading to Aboriginal children/youth in a culturally comfortable environment. Administered by the Ben Calf Robe Society, which is a not-for-profit social service agency, providing a wide range of services for children and families.

Ben Calf Robe School
11833 - 64 Street
Edmonton, Alberta T5W 4J2
Telephone: (780) 471-2360
Fax: (780) 471-3104

Bent Arrow Traditional Healing Society

Bent Arrow offers many programs focus on well-being and success of Aboriginal youth and adults. Example of one program is the Rites of Passage School, which is a full time educational program for Aboriginal youth, between the ages 12 and 15, who are at risk of dropping out of school. The program combines spirituality, culture, life skills and academics.

Bent Arrow Traditional Healing Society
2 Floor, 10117 - 150 Street
Edmonton, Alberta T5P 1P2
Telephone: (780) 481-3451
Fax: (780) 481-3509

Disability Related Employment Supports

Disability Related Employment Supports is an Alberta Works program that provides job search supports, workplace supports, and education supports to help adult Albertans address barriers that may prevent them from being successful in the workplace or at school.

Career Opportunity Hotline
Visit any Alberta Service Centre near you:

Toll Free in Alberta: 1-800-661-3753
Edmonton: (780) 422-4266
TTD/TTY in Edmonton: (780) 422-5283
TTD/TTY in Alberta: 1-800-232-7215





Disability Service Providers at Post-Secondary Institutions

Alberta College of Art and Design
Paul Roberge, Counselor
1407 - 14 Avenue NW
Calgary, Alberta T2N 4R3
Telephone: (403) 284-7666
Fax: (403) 284-7636
E-mail: counselling@acad.ab.ca

Athabasca University
Martin Reaney, Coordinator
Peace Hills Trust Tower
12th Floor 10011 - 109 Street
Edmonton, Alberta T5J 3S8
Telephone: (780) 497-3424
Toll Free: 1-800 788-9041 ext. 3424
Fax: (780) 421-2546
E-mail: asd@athabascau.ca/asd

Bow Valley College
Denise Theunissen, Learning Difficulties/Disabilities
Learning Resource Services
332 – 6 Avenue SE
Calgary, Alberta T2G 4S6
Telephone: (403) 410-1645
Fax: (403) 297-4801
E-mail: dtheunissen@bowvalleycollege.ca

Grande Prairie Regional College
Rosemary Kay, Academic Advisor & Students' Resource Coordinator
10726 - 106 Avenue
Grande Prairie, Alberta T8V 4C4
Telephone: (780) 539-2062
Toll Free: 1-888 539-4772 ext.2062
E-mail: rkay@gprc.ab.ca

Grant MacEwan College
Abigail Parrish-Craig
Counselor, Services to Students with Disabilities
Co-Chair, Student Resource Centre
7-112A, 10700 - 104 Avenue
Edmonton, Alberta T5J 4S2
Telephone: (780) 497-5811
Fax: (780) 497-4656
E-mail: parrishcraig@macewan.ca

Lakeland College
Leonard Wilhelm
Special Needs Coordinator/Counselor
5707 - 47 Avenue West
Vermilion, Alberta T9X 1K5
Telephone: (780) 853-8781
Toll Free: 1-800 661-6490
Fax: (780) 853-2955
E-mail: Leonard.Wilhelm@lakelandc.ab.ca





Lethbridge Community College
Julie Deimert, Disability Counselor
3000 College Drive South
Lethbridge, Alberta T1K 1L6
Telephone: (403) 329-7268
Toll Free: 1-800 572-0103 ext.7268
Fax: (403) 320-1461
E-mail: julie.deimert@lethbridgecollege.ab.ca

Mount Royal College
Shan Robertson, Disabilities Consultant, Disabilities Services
4825 Mount Royal Gate SW
Calgary, Alberta T3E 6K6
Telephone: (403) 440-6491
Fax: (403) 440-7255
E-mail: srobertson@mtroyal.ca

Mount Royal College
Bonnie Blankert, Disabilities Consultant, Disabilities Services
4825 Mount Royal Gate SW
Calgary, Alberta T3E 6K6
Telephone: (403) 440-5959
Fax: (403) 440-7255
E-mail: bblankert@mtroyal.ca

Northern Alberta Institute of Technology
Diana Culo, Career Advisor
11762-106 Street
Edmonton, Alberta T5G 2R1
Telephone: (780) 378-6133
Fax: (780) 471-7093
E-mail: DianaCulo@nait.ab.ca

Portage College
Lisa Maheden, Contact
Box 417
Lac La Biche, Alberta T0A 2C0
Telephone: (780) 623-5564
Fax: (780) 623-5660
E-mail: LisaMaheden@portagecollege.ca

Red Deer College
Laurel Mutch, Disability Service Coordinator
Box 5005
Red Deer, Alberta T4N 5H5
Telephone: (403) 342-3165
Toll Free: 1-888 732-4630
Fax: (403) 342-3424
E-mail: Laurel.Mutch@rdc.ab.ca

Southern Alberta Institute of Technology
Tracy D. Orr, Counselor, Counseling Services
1301 -16 Avenue NW
Calgary, Alberta T2M 0L4
Telephone: (403) 284-7023
Fax: (403) 284-8999
E-mail: tracy.orr@sait.ca





University of Alberta
Marion Vosahlo, Director, Specialized Support and Disability Services
2-800 Students' Union Building
Edmonton, Alberta T6G 2J7
Telephone: (780) 492-3381
TTY: (780) 492-7269
Fax: (780) 492-6701
E-mail: marion.vosahlo@ualberta.ca

University of Alberta
Jean A. H. Jackson, Alternate Format Coordinator/Advisor
Specialized Support and Disability Services
2-800 Students' Union Building
Edmonton, Alberta T6G 2J7
Telephone: 780-492-3381
TTY: 780-492-7269
Fax: 780-492-6701
E-mail: jean.jackson@ualberta.ca

University of Calgary
Pat Pardo, Director, Disability Resource Centre
2500 University Drive NW
Calgary, Alberta T2N 1N4
Telephone: (403) 220-8935
Fax: (403) 210-1063
E-mail: ppardo@ucalgary.ca

Merlin Keillor, Adaptive Technology Advisor, Disability Resource Centre
2500 University Drive NW
Calgary, Alberta T2N 1N4
Telephone: (403) 220-7785
Fax: (403) 289-4409
E-mail: keillor@ucalgary.ca

University of Lethbridge
Christine Johnson, Learning Strategist
4401 University Drive
Lethbridge, Alberta T1J 3M4
Telephone: (403) 329-2281
TDD: (403) 317-2829
Fax: (403) 329-2003
E-mail: Christine.Johnson@uleth.ca

Education and Training Planner

This easy-to-read book is written for youth and adults. It will help you plan your career by increasing your learning and work exploration, and by improving your ability to make life and work decisions. It will help you:

- *investigate education and training opportunities in Alberta;*
- *explore and compare the advantages and disadvantages of education and training programs related to your preferred future;*
- *plan and complete steps for registration;*
- *plan strategies for covering costs related to education and training;*
- *develop an action plan; and*
- *connect with further information and resources.*





This publication is available online through the Alberta Learning Information Service website – Alberta's leading on-line source for career, learning and employment information. To access this and additional publications visit www.alis.gov.ab.ca/careershop

For a copy of this handbook please contact:
Learning Resources Centre
12360 - 142 Street
Edmonton, Alberta T5L 4X9
Telephone: (780) 427-5775
Fax: (780) 422-9750
Catalogue Item: #462119

First Nations Training-to-Employment Program

This Alberta Works program supports the development of partnerships between the private sector, government and First Nations, and assists First Nations' people in finding and maintaining meaningful employment.

Visit any Alberta Service Center near you.

Edmonton: (780) 422-4266
Toll Free in Alberta: 1-800 661-3753
TTD/TTY in Edmonton: (780) 422-5283
TTD/TTY in Alberta: 1-800 232-7215

Job Skills Training

Full time and part time occupationally focused training of 12 months or less to help Albertans learn job skills and gain experience in jobs the labour market demands.

- *Integrated Training: Skill-based training programs for multi-barriered clients that combine academic and general employability skills with job-specific skills.*
- *Occupational Training: Classroom-based training that is occupation-specific and focused on helping clients acquire the job-specific skills needed to significantly improve their employment status.*

Edmonton: (780) 422-4266
Toll Free in Alberta: 1-800 661-3753
TTD/TTY in Edmonton: (780) 422-5283
TTD/TTY in Alberta: 1-800 232-7215

Native Counselling Services of Alberta

Negan Tapen Edmonton Inner City Youth Program - The goal of the project is to prepare inner city Aboriginal youth, often labeled as "youth at risk" or "street youth" to complete secondary school, post secondary studies, or acquire gainful employment.

Head Office
Native Counselling Services
10975 – 124 Street
Edmonton, Alberta T5M 0H9
Telephone: (780) 451-4002
Fax: (780) 428-0187





Regional Office
Native Counselling Services
2nd Floor, 9636 – 102A Avenue
Edmonton, Alberta T5H 0G5
Telephone: (780) 423-2141
Fax: (780) 424-1173

Inner City High School
Lance Marty, Youth Worker
9515 - 104 Avenue
Edmonton, Alberta T5H 4H3
Telephone: (780) 424-9425
Fax: (780) 426-3386
E-mail lance@innercity.ca

Rainbow Spirit Project

This project is multi-faceted and includes: (1) Aboriginal liaison personnel who provide on-site support to Aboriginal students, connect with families and access appropriate resources for school programming; (2) curricular adaptations that facilitate the inclusion of Aboriginal perspectives into existing curricula for grades K-12; (3) resources; (4) enhanced program, support services in the areas of fine arts, recreation, leadership and life/career development; and, (5) professional development for school staff.

Edmonton Catholic Schools
9807 - 106 Street
Edmonton, Alberta T5K 1C2
Telephone: (780) 441-6000
Toll Free: 1-888 441-6010
Fax: (780) 425-8759

School of Native Studies and Native Student Services

University of Alberta offers a Native Studies degree program, as well as student services to provide Aboriginal students an environment that encourages full access, participation and success.

School of Native Studies
5-182 Education North
University of Alberta
Edmonton, Alberta T6G 2G5
Telephone: (780) 492-2991
Fax: (780) 492-0527
E-mail: nativest@ualberta.ca

The Investigator

This booklet is filled with career, learning, employment and workplace information.

This publication is available online through the Alberta Learning Information Service website – Alberta's leading on-line source for career, learning and employment information. To access this and additional publications visit www.alis.gov.ab.ca/careershop.

For a copy of this handbook please contact:
Learning Resources Centre
12360 - 142 Street
Edmonton, Alberta T5L 4X9
Telephone: (780) 427-5775
Fax: (780) 422-9750
Catalogue Item: #557291





The Native Centre, University of Calgary

The Native Centre was established in 1972 by the University of Calgary to provide support services to Aboriginal students.

Alberta Scholarship Programs
4 Floor, 9940 - 106 Street
Box 28000, Station Main
Edmonton, Alberta T5J 4R4
Telephone: (780) 427-8640
Fax: (780) 427-1288

The Scholarship and Bursary Handbook for Métis Students

Métis Nation of Alberta (MNA)
100 - 11738 Kingsway Avenue
Edmonton, Alberta T5G 0X5
Telephone: (780) 455-2200
Toll Free in Alberta: 1-800-252-7553
Fax: (780) 452-8946/8948

The Summer Temporary Employment Program (STEP)

The Summer Temporary Employment Program (STEP) helps Albertans, typically high school and post-secondary students, develop their skills, knowledge and work experience through temporary employment during the spring and summer months. It is one of the services available through Alberta Works.

STEP provides money to help not-for-profit organizations hire knowledgeable and enthusiastic summer staff. Employers benefit from the work accomplished by the STEP employees, new ideas and perspectives, and exposure to potential full time employees.

Women Building Futures

Committed to helping low-income women build better lives and achieve economic prosperity through trades training and mentorship. Women Building Futures operates a training facility where 60 women each year learn the skills necessary to begin a trade apprenticeship. Training puts women to work, in jobs where they can build a future. The training is designed by and for women, with a great deal of guidance from Alberta's construction industry. They are committed to meeting the training needs of low-income women and the employers who hire them.

Women Building Futures Society
Judy Lynn Archer CEO
10326 - 107 Street
Edmonton, Alberta T5J 1K2
Telephone: (780) 452-1200
Toll Free: 1-866-452-1201
Fax: (780) 452-1279
E-mail: jlarcher@womenbuildingfutures.com





Workplace Training

Worksite training or exposure that focuses on helping clients acquire the employment skills needed to find and maintain employment and increase their income from employment. Workplace Training is one of the employment and training services provided through Alberta Works.

This type of job skills training has two parts:

- *Work Exposure – designed to help Albertans develop an awareness of specific occupation and employment opportunities over a period of a few weeks; and*
- *Workplace Training – tailor-made and structured worksite-based training opportunities of 12 months or less that teach clients specific skills for occupations that are in demand.*

Visit any Alberta Services Center near you.

Edmonton: (780) 422-4266

Toll Free in Alberta: 1-800 661-3753

TTD/TTY in Edmonton: (780) 422-5283

TTD/TTY in Alberta: 1-800 232-7215





Financial Assistance

Aboriginal Health Careers Bursary

This bursary is open to Aboriginal students who are enrolled in post-secondary education in a health field.

Alberta Scholarship Programs
4 Floor, 9940 - 106 Street
Box 28000, Station Main
Edmonton, Alberta T5J 4R4
Telephone: (780) 427-8640
Toll Free in Alberta: 310-0000 and then the number
Fax: (780) 427-1288

Aboriginal Multi-Media Society of Alberta

This website is a great source for information on scholarships and bursaries.

Aboriginal Resource Centre Association

Calgary Aboriginal Student Handbook is a handy reference tool with scholarship listings, university and college deadlines, etc.

Calgary Aboriginal Resource Centre Association
#4, 3140 - 14 Avenue N.E.
Calgary, Alberta T2A 6J4
Telephone: (403) 204-0083
Fax: (403) 204-0092





Advancing Futures Bursary Program

The Advancing Futures bursary program was established to assist those who have been, or continue to be, under the care of Children's Services, by allowing them to dream, providing them with opportunities and equipping them with the resources to succeed.

Alberta Children's Services
Youth Strategies
10th Floor, Sterling Place
9940 – 106 Street
Edmonton, Alberta T5K 2N2
Telephone: (780) 415-0085
Toll Free in Alberta: 310-0000 and then the number
Fax: (780) 644-6905

Alberta Scholarship Programs

This program was established in 2000, by Alberta Learning, to recognize the excellence of Alberta students. The program includes the Jason Lang Scholarships, the Jimmie Condon Athletic Scholarships and the Graduate Student Scholarships.

Alberta Scholarship Programs
P.O. Box 28000, Station Main
Edmonton, Alberta T5J 4R4
Telephone: (780) 427-8640
Toll Free in Alberta: 310-0000 and then the number
Fax: (780) 427-1288

Alberta Works

Under Alberta Works, people who need academic upgrading or training to get a job may be eligible for assistance, including student and family health benefits and income support.

Career Information Hotline
Edmonton: (780) 422-4266
Toll Free in Alberta: 1-800-661-3753

Student Funding Contact Centre
Edmonton: (780) 427-3722
Toll Free in Alberta: 1-800-222-6485

Assured Income for the Severely Handicapped (AISH)

An income support programs for adult Albertans with a permanent disability.

Youth with a permanent disability, that severely impairs the ability to earn a living, will become eligible at the age of 18 to receive financial assistance and health benefits. Your income and your spouse or partner's income and what you own are used to decide how much help you receive.

Assured Income for the Severely Handicapped (AISH)
5 Floor, West Core Building
12323 Stony Plain Road
Edmonton, Alberta T5N 4B4
Telephone: (780) 415-6300
Toll Free in Alberta: 1-866-644-5135





Bursary Program Home Page

Online source for a listing of available bursaries.

Bursary Contacts:

Northern Alberta Development Council
Bag 900 - 14 Provincial Building
Peace River, Alberta T8S 1T4
Telephone: (780) 624-6545
Toll Free in Alberta: 310-0000 and then the number
Fax: (780) 624-6184

Alberta Learning Information Service
Box 28000 Station Main
Edmonton, Alberta T5J 4R4
Telephone: (780) 422-4266
Toll Free in Alberta: 1-800-661-3753
Fax: (780) 422-0372

Disability Related Employment Supports

The Disability Related Employment Supports program is an Alberta Works program providing job search supports, workplace supports and education supports to Albertans in overcoming the barriers to employment created by their disability.

Alberta Human Resources and Employment
14 Floor, Capital Health Centre
10030-107 Street
Edmonton, Alberta T5J 3E4
Telephone: (780) 415-9729
Fax: (780) 422-6768

Health Care Practicum Bursary

This bursary is sponsored by the Northern Alberta Development Council. The Bursary is designed to help students with the costs of travel and accommodation while they are completing their practicum in the region.

Northern Alberta Development Council
Postal Bag 900-14
Peace River, Alberta T8S 1T4
Telephone: (780) 624-6545
Toll Free in Alberta: 310-0000 and then the number
Fax: (780) 624-6184

Indian and Northern Affairs Canada

Provides a guide to scholarships, bursaries and awards for Aboriginal students.

Alberta Region
630 Canada Place
9700 Jasper Avenue
Edmonton, Alberta T5J 4G2
Telephone: (780) 495-2773
Fax: (780) 495-4088





Medical Student Bursary

This bursary is open to medical students. The Bursary Partnerships Program, in conjunction with Alberta Learning, will contribute \$5,000 per student for each year up to a maximum of four years. Sponsors can match this amount for a total of \$10,000 per year.

Northern Alberta Development Council
Postal Bag 900-14
Peace River, Alberta T8S 1T4
Telephone: (780) 624-6544
Toll Free in Alberta: 310-0000 and then the number
Fax: (780) 624-6184

Métis and Non-Status Bursary for Social Services Post-Secondary Students

This bursary is open to Métis or Non-Status Indian students who are pursuing a career in social services.

Alberta Children's Services
Métis and Non-Status Bursary Program
11 Floor, Sterling Place
9940 - 106 Street
Edmonton, Alberta T5K 2N2
Telephone: (780) 422-2183
Toll Free in Alberta: 310-0000 and then the number

Money 101 – Budgeting Basics for Further Education

This booklet is written for the person who is planning to participate in post-secondary education. It is intended to support learning exploration and financial management decisions. It will help:

- *determine the value of continued learning;*
- *explore financial management skills;*
- *investigate the living and school-related costs associated with post-secondary learning;*
- *learn budgeting techniques;*
- *plan strategies to cover living and school-related costs;*
- *discover sources of financial assistance to help you pay for further education;*
- *apply for financial assistance available to students and;*
- *connect with further information and resources.*

This publication is available online through the Alberta Learning Information Service website – Alberta's leading on-line source for career, learning and employment information. To access this and additional publications visit www.alis.gov.ab.ca/careershop.

For a copy of this handbook please contact:

Learning Resources Centre
12360 - 142 Street
Edmonton, Alberta T5L 4X9
Telephone: (780) 427-5775
Fax: (780) 422-9750
Catalogue Item: #359035





Pharmacy Bursary

This bursary is open to students in years one to four of a pharmacy degree. The Bursary Partnerships Program in conjunction with Alberta Learning will contribute \$3,000 per student for each year up to a maximum of four years. Sponsors can match this amount for a total of \$6,000 per year.

Northern Alberta Development Council
Postal Bag 900-14
Peace River, Alberta T8S 1T4
Telephone: (780) 624-6545
Toll Free in Alberta: 310-0000 and then the number
Fax: (780) 624-6184

Robert C. Carson Memorial Bursary

Alberta Solicitor General and Ministry for Public Security provides this bursary for students enrolled in Law Enforcement or Criminal Justice Diploma Programs at Lethbridge Community College, Mount Royal Community College and Grant MacEwan College. Also eligible to receive the Bursary are students in the Law or Criminology programs at the University of Calgary and the University of Alberta. Application forms are available from each educational institution's Student Award's office.

Stretch Your Dollars – Budgeting Basics

This workbook offers suggestions on how to budget and how to cut your expenses, boost your income and access useful information, services and programs.

Each section is filled with tips and tales from people who have gone through a variety of financial challenges and want to share what has worked for them.

This publication is available online through the Credit Counselling Services of Alberta Ltd. website at www.creditcounselling.com.

For a copy of this handbook please contact:
Learning Resources Centre
12360 - 142 Street
Edmonton, Alberta T5L 4X9
Telephone: (780) 427-5775
Fax: (780) 422-9750
Catalogue Item: #534067

The Legacy Fund for Youth from Care

This bursary was established in 2000 to provide funds for applicants that have been under Permanent Guardianship of Region 3, Calgary and Area.

Students Awards Co-ordinator
The Calgary Foundation
#700, 999 - 8 Street, SW
Calgary, Alberta T2R 1J5
Telephone: (403) 802-7700
Fax: (403) 802-7701





Trade Secrets – Alberta Apprenticeship and Industry Training

Trade Secrets provides information on trades and occupations, scholarships, awards and financial assistance. There are 12 field offices located throughout Alberta. To reach the Apprenticeship and Industry Training office in your area dial the Alberta toll-free number and ask to be connected to the office in your area.

Toll Free in Alberta: 310-0000 and then the number

Toll Free outside Alberta: (780) 427-2711

Deaf or hearing impaired: 1-800-232-7215

Edmonton

Capital Health Centre

7 Floor, South Tower

10030 - 107 Street

Edmonton, Alberta T5J 4X7

Telephone: (780) 427-8517

Fax: (780) 422-3734

Calgary

Suite 300, Willow Park Centre

10325 Bonaventure Drive SE

Calgary, Alberta T2J 7E4

Telephone: (403) 297-6457

Fax: (403) 297-3799





Employment

Alberta Learning Information Service (ALIS)

ALIS is an online source for education and training information. This site includes content about secondary education and training institutions, as well as contacts and information regarding career, learning and employment. Francophone programs are also highlighted.

Alberta Learning Information Service
12 Floor, Capital Health Centre
10030-107 Street
Edmonton, Alberta T5J 3E4
Telephone: (780) 422-4266
Toll Free in Alberta: 1-800-661-3753
Fax: (780) 422-0372

Alberta Works

Alberta Works Employment and Training Services can help you get academic upgrading, take English as a Second Language course or get the job skills needed to find and maintain a job. You may be able to get help to study full-time or part-time.

For more information, call 310-0000 and ask to be connected to your nearest Human Resources and Employment office.

Job Banks

Alberta Job Bank

Opportunities abound in all kinds of industries, regions and professions; all you need are the right places to look. Helpful links have been grouped together to get you started with your job search. Access Alberta job banks, newspaper listings, public service jobs and employer listings by industry.

Career Bookmarks

This site provides access to company websites, job banks, job fairs and employment agencies.

Career Bookmarks
Business Information Centre
Toronto Reference Library
789 Yonge Street
Toronto, Ontario M4W 2G8
Telephone: (416) 393-7245
Fax: (416) 393-7147





Federal Job Bank

Search for the jobs posted daily across Alberta and Canada.

Employment Information Services
Human Resources & Skills Development Canada
140 Promenade du Portage
Phase IV, 5th Floor, Box 51
Hull, Quebec K1A 0J9
Telephone in Edmonton: (780) 427-5627
Toll Free in Alberta: 1-800-999-1546
Fax: 1-800-666-5014

Self-Employment

Apeetogosan Aboriginal Youth Business Fund

Apeetogosan is dedicated to assisting the Métis and Non-Status Indian people of Alberta to achieve economic self-sufficiency through the successful creation and operation of their own business enterprises. One such way is through the Aboriginal Youth Business Fund. They can provide Métis and Non-Status Indian youth entrepreneurs from the ages of 18 to 29 years with commercial loans with preferential features.

Apeetogosan (Métis) Development Inc.
302, 12308 - 111 Avenue
Edmonton, Alberta T5M 2N4
Telephone: (780) 452-7951
Toll Free: 1-800-252-7963
Fax: (780) 454-5997

Self-Employment Training

Part of Alberta Works, self-employment is designed for Albertans, including Aboriginal youth, who are unemployed and in need of self-employment training to participate in the labour market.

Alberta Human Resources and Employment
D'Arcy Claypool, Senior Manager
14 Floor, Capital Health Centre
10030 - 107 Street
Edmonton, Alberta T5J 3E4
Telephone: (780) 422-4293
Fax: (780) 422-6768

The Workplace

Career and Employment Programs and Services

Online source for career, workplace and labour market information.





Employment Standards

Information on Alberta's employment standards for employers and employees (including payment of earnings, minimum wage, hours of work, overtime).

Telephone: (780) 427-3731
Toll Free in Alberta: 310-0000 and then the number
Fax: (780) 422-4349

New and Young Workers

It is important to understand your rights and responsibilities – and those of your employer – when it comes to workplace health and safety.

The Investigator

This booklet is filled with career, learning, employment and workplace information.

This publication is available online through the Alberta Learning and Information Service website – Alberta's leading online source for career, learning and employment information. To access this and additional publications visit www.alis.gov.ab.ca/careershop.

For a copy of this handbook please contact:

Learning Resources Centre
12360 - 142 Street
Edmonton, Alberta T5L 4X9
Telephone: (780) 427-5775
Fax: (780) 422-9750
Catalogue Item: #521999

The Summer Temporary Employment Program (STEP)

The Summer Temporary Employment Program (STEP) helps Albertans, typically high school and post-secondary students, develop their skills, knowledge and work experience through temporary employment during the spring and summer months. It is one of the services available through Alberta Works.

STEP provides money to help not-for-profit organizations hire knowledgeable, enthusiastic summer staff. Employers benefit from the work accomplished by the STEP employee, new ideas and perspectives, and exposure to potential full-time employees.

X-Treme Safety

This publication is available online through the Alberta Learning and Information Service website – Alberta's leading online source for career, learning and employment information. To access this and additional publications visit www.alis.gov.ab.ca/careershop.

For a copy of this handbook please contact:

Learning Resources Centre
12360 - 142 Street
Edmonton, Alberta T5L 4X9
Telephone: (780) 427-5775
Fax: (780) 422-9750
Catalogue Item: #454992





Labour Market Information

Aboriginal Career Centre for Employment Strategies & Services

Provides labour market and educational information and services to address employment needs.

Oteenow Employment & Training Society
Suite 202, 10470 - 176 Street
Edmonton, Alberta T5S 1L3
Telephone: (780) 444-0911
Fax: (780) 444-3477

Oteenow Employment Centre
Fairview Plaza
14021 Victoria Trail
Edmonton, Alberta T5Y 2B6
Telephone: (780) 423-2340
Fax: (780) 421-4760

Alberta Human Resources and Employment

Everything you need to stay informed about Alberta's growing labour market.





Career

Alberta Learning Information Service (ALIS)

An online source for education and training information. This site includes content about secondary education and training institutions, as well as contacts and information regarding career, learning and employment. Francophone programs are also highlighted.

Alberta Learning Information Service
12 Floor, Capital Health Centre
10030 - 107 Street
Edmonton, Alberta T5J 3E4
Telephone: (780) 422-4266
Toll Free in Alberta: 1-800-661-3753
Fax: (780) 422-0372

Alberta Works

Alberta Works Employment and Training Services can help you get academic upgrading, take English as a Second Language courses, or get the job skills needed to find and maintain a job. You may be able to get help to study full-time or part-time.

For more information, call 310-0000 and ask to be connected to your nearest Human Resources and Employment office.

Career Services

Aboriginal Education Centre

Aboriginal Education Centre, at City Centre Campus, meets the changing needs of Aboriginal students by providing resources and services, organizing events and acting as a link for students to other Aboriginal and cultural organizations.

Grant MacEwan Community College
10700 - 104 Avenue
Edmonton, Alberta T5J 4S2
Telephone: (780) 497-5382
Fax: (780) 497-5383

Alberta Career Services

Online source for career planning information and resources through the Career Information Hotline, Youth Connections and Alberta Human Resources and Employment.

Alberta Learning Information Service
P.O. Box 28000 Station Main
Edmonton, Alberta T5J 4R4
Telephone: (780) 422-4266
Toll Free in Alberta: 1-800-661-3753
Fax: (780) 422-0372

Career and Employment Programs and Services





Through Alberta Works Employment and Training Services, Albertans have access to career, workplace and labour market information to help choose a training or learning path, to find and keep a job and to plan a career change.

Native Counselling Services of Alberta

Negan Tapen Edmonton Inner City Youth Program - The goal of the project is to prepare inner city Aboriginal youth, often labeled as "youth at risk" or "street youth", to complete secondary school, post secondary studies, or acquire gainful employment.

Head Office

Native Counselling Services
10975 - 124 Street
Edmonton, Alberta T5M 0H9
Telephone: (780) 451-4002
Fax: (780) 428-0187

Regional Office

Native Counselling Services
2nd Floor, 9636 - 102A Avenue
Edmonton, Alberta T5H 0G5
Telephone: (780) 423-2141
Fax: (780) 424-1173

Inner City High School

Lance Marty, Youth Worker
9515-104 Ave
Edmonton, Alberta T5H 4H3
Telephone: (780) 424-9425
Fax: (780) 426-3386

Veterinary Work Experience Program

This program provides career-related job opportunities to students enrolled in either a Doctor of Veterinary Medicine degree program or students who have completed their first year of an Animal Health Technician Program.

Agricultural Education & Training Branch
Alberta Agriculture, Food & Rural Development
201, J.G. O'Donoghue Building
7000 - 113 Street
Edmonton, Alberta T6H 5T6
Telephone: (780) 427-4187
Toll Free in Alberta: 310-0000 and then the number
Fax: (780) 422-7755

Young Canada Works

Offers students and young graduates the opportunity to get started in their careers.

Young Canada Works – Exchanges Canada
2 Floor, 12 York Street
Ottawa, Ontario K1A 0M5
Telephone: 1-800-935-5555
Fax: (613) 941-5992





Youth Connections

Youth Connections has information on education and training options throughout the province. Whether you are finishing high school and looking at post-secondary institutions, or wanting to upgrade skills to advance in your current job, Youth Connections can help you find the information you need to pursue these options.

14th Floor, Capital Health Centre
10030 - 107 Street
Edmonton, Alberta T5J 3E4
Telephone: (780) 427-3975
Toll Free in Alberta: 310-0000 and then the number
Fax: (780) 422-6768

Career Planning Tools

Alberta Work Search On-Line

Alberta Work Search On-Line has information on how to use the Internet to search for work through an interactive online tutorial.

CAREERS: The Next Generation

Addresses career options, opportunities in specific fields and career development.

10320 - 146 Street
Edmonton, Alberta T5N 3A2
Telephone: (780) 426-3414
Toll Free: 1-888-757-7172
Fax: (780) 428-8164

Time to Choose...a post-secondary education program

This book is for the person looking for information on Alberta post-secondary education programs. It can assist your learning and work exploration and the ability to make life and work decisions.

This publication is available online through the Alberta Learning and Information Service website – Alberta's leading online source for career, learning and employment information. To access this and additional publications visit www.alis.gov.ab.ca/careershop.

For a copy of this handbook please contact:
Learning Resources Centre
12360 - 142 Street
Edmonton, Alberta T5L 4X9
Telephone: (780) 427-5775
Fax: (780) 422-9750
Catalogue Item: #519275

Journey to Success Aboriginal Women's Business Planning Guide

A practical and easy-to-use tool for Aboriginal women who are thinking of going into business.





Lasting Gifts: Parents, Teens and the Career Journey

This booklet is written for parents. It will increase the ability to help the teens make life/work decisions by exploring these themes:

- *change is constant and that every decision is a career decision;*
- *follow your heart and how values, beliefs and interests become dreams and goals;*
- *focus on the journey to set a direction leading to a preferred future;*
- *be an ally to build strong relationships; and*
- *stay learning to support new life and work opportunities.*

This book will also connect you with further information and resources. To access this and additional publications visit www.alis.gov.ab.ca/careershop.

For a copy of this handbook please contact:

Learning Resources Centre
12360 - 142 Street
Edmonton, Alberta T5L 4X9
Telephone: (780) 427-5775
Fax: (780) 422-9750
Catalogue Item: #306854

Multiple Choices – Planning Your Career for the 21st Century

This book is written for people who are making career-related decisions. It will help to:

- *understand how career development is a continuous process with a series of choices;*
- *discover the difference between jobs, occupations and roles;*
- *identify positive assets and characteristics (e.g., skills, interests, values, beliefs and knowledge);*
- *consider a variety of work alternatives (e.g., full-time, part-time, multi-tracking, job sharing, consulting and talent pooling);*
- *explore the skills, knowledge and values related to specific industries;*
- *understand the importance of setting short-term goals; and*
- *connect with further information and resources.*

This publication is available online through the Alberta Learning and Information Service website – Alberta's leading online source for career, learning and employment information. To access this and additional publications visit www.alis.gov.ab.ca/careershop.

For a copy of this handbook please contact:

Learning Resources Centre
12360 - 142 Street
Edmonton, Alberta T5L 4X9
Telephone: (780) 427-5775
Fax: (780) 422-9750
Catalogue Item: #359069





Next Steps

Net Steps includes career planning, job seeking, career maintenance as well as links to the Calgary Youth Employment Centre and to Aboriginal Youth Services.

Calgary Youth Employment Centre
315 - 10 Avenue SE
Calgary Alberta T2G 0W2
Telephone: (403) 268-2490
Fax: (403) 268-2383

Seekers & Storytellers – Aboriginal Role Models Share Their Career Journeys

This book is for Aboriginal youth. In it, people from the Aboriginal community share their career stories. The book also helps you to connect with resources that can assist you with your own career planning. It will help:

- *explore life-long learning strategies;*
- *understand how personal skills and attitudes influence life and work-related success;*
- *understand how career development is a continuous process with a series of choices;*
- *explore how the role models' stories can be a source of information for your own future planning;*
- *understand how volunteering is a proactive personal development and job search strategy; and*
- *identify information resources helpful for your own career, learning and employment planning.*

This publication is available on-line through the ALIS website – Alberta's leading on-line source for career, learning and employment information. To access this and additional publications visit www.alis.gov.ab.ca/careershop.

For a copy of this handbook please contact:

Learning Resources Centre
12360 - 142 Street
Edmonton, Alberta T5L 4X9
Telephone: (780) 427-5775
Fax: (780) 422-9750
Catalogue Item: #457491

Skills Plus Handbook – Discovering Your Personal Career Assets

This booklet is written to help you assess your skills as you develop your career plan. It is intended to support your life and work exploration. It will help you:

- *explore your knowledge, skills and abilities that are transferable from one work role to another;*
- *explore personal management skills such as time management, problem solving and organizational skills;*
- *understand how your personal characteristics influence your career decisions;*
- *identify specific work that supports your desired career goals;*
- *identify your resources (personal, material and financial) and determine which are most helpful to your career path;*
- *understand the importance of updating your portfolio using newly acquired information about yourself;*
- *connect with further information and resources.*





This publication is available online through the Alberta Learning and Information Service website – Alberta’s leading online source for career, learning and employment information. To access this and additional publications visit www.alis.gov.ab.ca/careershop.

For a copy of this handbook please contact:

Learning Resources Centre
12360 - 142 Street
Edmonton, Alberta T5L 4X9
Telephone: (780) 427-5775
Fax: (780) 422-9750
Catalogue Item: #378142

The Investigator

This booklet is filled with career, learning, employment and workplace information.

This publication is available on-line through the Alberta Learning and Information Service website – Alberta’s leading online source for career, learning and employment information. To access this and additional publications visit www.alis.gov.ab.ca/careershop.

For a copy of this handbook please contact:

Learning Resources Centre
12360 - 142 Street
Edmonton, Alberta T5L 4X9
Telephone: (780) 427-5775
Fax: (780) 422-9750
Catalogue Item: #557291

Training for Work

This booklet is written for people who are considering training for work. It will assist your learning and work exploration and improve your ability to make life and work decisions. It will help you:

- *identify your preferred learning style;*
- *explore the advantages and disadvantages of various training options that suit your learning style and career goal;*
- *discover where to find training opportunities in Alberta; and*
- *connect with further information resources.*

This publication is available online through the Alberta Learning and Information Service website – Alberta’s leading online source for career, learning and employment information. To access this and additional publications visit www.alis.gov.ab.ca/careershop.

For a copy of this handbook please contact:

Learning Resources Centre
12360 - 142 Street
Edmonton, Alberta T5L 4X9
Telephone: (780) 427-5775
Fax: (780) 422-9750
Catalogue Item: #534083





Volunteering – How to Build Your Career by Helping Others

This booklet shows how volunteering can be a valuable part of your career path. It can increase your life and work exploration by helping you:

- *understand how you can contribute to your community through volunteer work;*
- *discover how you can gain work skills, knowledge and attitudes through leisure activities and volunteer work;*
- *determine skills, knowledge and attitudes you can transfer from volunteer activities to a variety of work roles;*
- *explore volunteering as a proactive job search and personal development strategy;*
- *identify relationships gained through volunteering that can help you find work; and*
- *connect with further information and resources.*

This publication is available online through the Alberta Learning and Information Service website – Alberta’s leading online source for career, learning and employment information. To access this and additional publications visit www.alis.gov.ab.ca/careershop.

Learning Resources Centre

12360 - 142 Street
Edmonton, Alberta T5L 4X9
Telephone: (780) 427-5775
Fax: (780) 422-9750
Catalogue Item: #359308

Occupational Information

Alberta Occupational Profiles (OCCINFO)

This site features over 500 occupations and provides detailed information regarding job responsibilities and working conditions.

Alberta Learning Information Service
12 Floor, Capital Health Centre
10030 - 107 Street
Edmonton, Alberta T5J 3E4
Telephone: (780) 422-4266
Toll Free in Alberta: 1-800-661-3753
Fax: (780) 422-0372

Career Planner: Choosing an Occupation

This easy-to-read booklet is written for youth and adults. It will help you plan your career by increasing your learning and work exploration and by improving your ability to make life and work decisions. It will help you:

- *see that career planning is an ongoing process with a series of choices and decisions;*
- *identify and discover how your skills, interests, values and traits relate to work roles;*
- *research the tasks, knowledge and attitudes needed in work categories;*
- *develop action plans and problem solving strategies in step with your preferred future; and*
- *connect with further information and resources.*





This publication is available online through the Alberta Learning and Information Service website – Alberta’s leading online source for career, learning and employment information. To access this and additional publications visit www.alis.gov.ab.ca/careershop.

For a copy of this handbook please contact:

Learning Resources Centre
12360 - 142 Street
Edmonton, Alberta T5L 4X9
Telephone: (780) 427-5775
Fax: (780) 422-9750
Catalogue Item: #462101

Forestry Youth Program – Seasonal Employment Opportunities

The Forestry Youth Program provides information about seasonal employment positions and qualifications for the Junior Forest Warden and Junior Forest Ranger programs.

Job Smart – Tips for Staying Employed

This book is written to help adults and youth succeed at work. It will help you:

- *understand the importance that personal qualities have on keeping work;*
- *explore the skills, knowledge and attitude necessary to maintain work;*
- *determine what might interfere with attaining your goals;*
- *explore strategies for problem solving;*
- *adopt behaviours that reflect a positive attitude about yourself and your work;*
- *understand the value of taking responsibility for your actions; and*
- *connect with further information and resources.*

This publication is available on-line through the ALIS website – Alberta’s leading on-line source for career, learning and employment information. To access this and additional publications visit www.alis.gov.ab.ca/careershop.

For a copy of this handbook please contact:

Learning Resources Centre
12360 - 142 Street
Edmonton, Alberta T5L 4X9
Telephone: (780) 427-5775
Fax: (780) 422-9750
Catalogue Item: #505240

Trade Secrets – Alberta Apprenticeship and Industry Training

Trade Secrets provides information on trades and occupations, scholarships, awards and financial assistance. There are 12 field offices located throughout Alberta. To reach the Apprenticeship and Industry Training office in your area dial the Alberta toll-free number and ask to be connected to the office in your area.

Toll Free in Alberta: 310-0000 then the number
Toll Free outside Alberta: (780) 427-2711
Deaf or hearing impaired: 1-800-232-7215





Edmonton
7 Floor, South Tower
Capital Health Centre
10030 - 107 Street
Edmonton, Alberta T5J 4X7
Telephone: (780) 427-8517
Fax: (780) 422-3734

Calgary
Suite 300, Willow Park Centre
10325 Bonaventure Drive SE
Calgary, Alberta T2J 7E4
Telephone: (403) 297-6457
Fax: (403) 297-3799

Workability Handbook

This booklet is a starting point for people who are looking for work. It will improve your ability to make life/work decisions. It will help you:

- *explore the personal qualities that are needed to get and keep work;*
- *explore the skills, knowledge and attitudes that are necessary to get and keep work; and*
- *connect with further information and resources.*

This publication is available online through the Alberta Learning Information Service (ALIS) website – Alberta’s leading online source for career, learning and employment information. To access this and additional publications visit www.alis.gov.ab.ca/careershop.

For a copy of this handbook please contact:
Learning Resources Centre
12360 - 142 Street
Edmonton, Alberta T5L 4X9
Telephone: (780) 427-5775
Fax: (780) 422-9750
Catalogue Item: #324260

Career Resources

Alberta Career Resources

Alberta Career Resources is an online source for career building resources.

Alberta Learning Information Service
12 Floor, Capital Health Centre
10030 - 107 Street
Edmonton, Alberta T5J 3E4
Telephone: (780) 422-4266
Toll Free in Alberta: 1-800-661-3753
Fax: (780) 422-0372





Alberta Native Friendship Centres Association (ANFCA)

The ANFCA is the umbrella organization for all 19 friendship centres that are located in most urban areas across Alberta. One of their initiatives is to work in partnership to provide social development programming to Aboriginal people so that they may live more successfully in urban areas.

Program offered: Aboriginal Employment Services Program assisting Friendship Centres to more effectively ensure Aboriginal people living in urban areas receive the training and support they need when looking for meaningful employment (in partnership with Advanced Education).

10336 - 121 Street
Edmonton, Alberta T5N 1K8
Telephone: (780) 423-3138
Fax: (780) 425-6277

Canada Prospects

The magazine for job seekers, career changers and life planners. To access this and additional publications visit www.alis.gov.ab.ca/careershop.

For a copy of this magazine please contact:
Learning Resources Centre
12360 - 142 Street
Edmonton, Alberta T5L 4X9
Telephone: (780) 427-5775
Fax: (780) 422-9750
Catalogue Item: #526048

Career and Employment Programs and Services

Online source for career, workplace and labour market information.

Employment Series for Persons with Disabilities – Tips for Job Seekers

This booklet is for the job seeker who has a disability. It is intended to support your life/work decisions, learning and work exploration, and your personal management. It will help you:

- *approach employers with a strong business case for hiring a person with a disability;*
- *explore diversity in the workplace;*
- *consider how effective communication skills, behaviours and attitudes can foster positive interactions when finding and keeping work;*
- *investigate career planning and work-finding services available;*
- *evaluate the impact of your health on your decisions;*
- *review your preferred future and fine-tune your action plan;*
- *explore effective work search tools, interview strategies and work alternatives;*
- *evaluate work opportunities; and*
- *connect with further information and resources.*





This publication is available on-line through the Alberta Learning and Information Service website – Alberta’s leading online source for career, learning and employment information. To access this and additional publications visit www.alis.gov.ab.ca/careershop.

For a copy of this handbook please contact:

Learning Resources Centre
12360 - 142 Street
Edmonton, Alberta T5L 4X9
Telephone: (780) 427-5775
Fax: (780) 422-9750
Catalogue Item: #437154

Finding Out: How to Get the Information You Need to Make the Choices You Want

This booklet is for the person seeking information to make career decisions. It can increase your life and work exploration by helping you:

- *understand how information about yourself and the world of work is important to the decision-making process;*
- *explore various sources of information (eg. your network, Internet, television, newspapers, career centres, etc.);*
- *improve your strategy for locating, evaluating and using information to make career decisions;*
- *understand how pursuing your short-term goals helps to achieve your long-term goals; and*
- *connect you to further information and resources.*

This publication is available online through the Alberta Learning and Information Service website – Alberta’s leading on-line source for career, learning and employment information. To access this and additional publications visit www.alis.gov.ab.ca/careershop.

For a copy of this handbook please contact:

Learning Resources Centre
12360 - 142 Street
Edmonton, Alberta T5L 4X9
Telephone: (780) 427-5775
Fax: (780) 422-9750
Catalogue Item: #332883

Metis Employment Services

Offers services for Aboriginal employment. Provides clients with several resources and tools that both will help in preparing for the workplace and gain employment.

Employment & Pre-Employment Services
#5, 2611 - 37 Avenue NE
Calgary, Alberta T1Y 5V7
Telephone: (403) 250-8902
Toll Free: 1-877-250-4295
Fax: (403) 250-2838





Hire A Student

Offers students, free-of-charge, a list of postings for summer employment as well as group information sessions.

Edmonton
9943 - 109 Street
Edmonton, Alberta T5K 1H6
Telephone: (780) 495-2070
Fax: (780) 495-4786

Calgary
Room 217, 510 - 12 Avenue SW
Calgary, Alberta T2R 0X5
Telephone: (403) 292-4001
Fax: (403) 292-4647

Job Seeker's Handbook – An Introductory Guide to Finding Work

This book is written for people who are new to looking for work or who have been out of the workforce for a long time. It will show you the basics about finding a job and help you to:

- *identify your employability skills;*
- *explore the tools used to find work – networking, information interviewing and interview skills;*
- *identify ways to stay positive and handle rejection and;*
- *connect with further information and resources.*

This publication is available online through the Alberta Learning Information Service (ALIS) website – Alberta's leading online source for career, learning and employment information. To access this and additional publications visit www.alis.gov.ab.ca/careershop.

For a copy of this handbook please contact:

Learning Resources Centre
12360 - 142 Street
Edmonton, Alberta T5L 4X9
Telephone: (780) 427-5775
Fax: (780) 422-9750
Catalogue Item: #462086





Federal Information

Youth Employment Information Web Site

Provides information on employment and learning opportunities including the Youth Employment Strategy (YES) which the Government of Canada created to help young Canadians (aged 15-30) obtain education, career and employment information.

Youth Information Line: 1-800-935-5555

The General Inquiry Line can assist with several subject areas, including:

- employment and career resources;
- student loans;
- bursaries;
- Aboriginal specific services;
- services for people with disabilities; and
- information is relayed bilingually, based on preference.

General Inquiry Line: 1-800-622-6232





Aboriginal Specific Services

Aboriginal Career Centre for Employment Strategies & Services

Provides labour market and educational information and services to address employment needs.

Oteenow Employment & Training Society
Suite 202, 10470 - 176 Street
Edmonton, Alberta T5S 1L3
Telephone: (780) 444-0911
Fax: (780) 444-3477

Oteenow Employment Centre
Fairview Plaza
14021 Victoria Trail
Edmonton, Alberta T5Y 2B6
Telephone: (780) 423-2340
Fax: (780) 421-4760

Aboriginal Education Centre

Aboriginal Education Centre, at City Centre Campus, meets the changing needs of Aboriginal students by providing resources and services, organizing events, and acting as a link for students to other Aboriginal and cultural organizations.

Grant MacEwan Community College
10700 - 104 Avenue
Edmonton, Alberta T5J 4S2
Telephone: (780) 497-5382
Fax: (780) 497-5383

Aboriginal Health Careers Bursary

This bursary is open to Aboriginal students who are enrolled in post-secondary education in a health field.

Alberta Scholarship Programs
4 Floor, 9940 - 106 Street
Box 28000, Station Main
Edmonton, Alberta T5J 4R4
Telephone: (780) 427-8640
Toll Free in Alberta: 310-0000 and then the number
Fax: (780) 427-1288





Aboriginal Multi-Media Society of Alberta

This website is a great source for information on scholarships and bursaries.

Alberta Native Friendship Centres Association (ANFCA)

The ANFCA is the umbrella organization for all 19 friendship centres that are located in most urban areas across Alberta. One of their initiatives is to work in partnership with Advanced Education to provide social development programming to Aboriginal people so that they may live more successfully in urban areas.

Program offered: Aboriginal Employment Services Program assisting Friendship Centres to more effectively ensure Aboriginal people living in urban areas receive the training and support they need when looking for meaningful employment (in partnership with Advanced Education).

Suite 700, 10707 - 100 Avenue
Edmonton, Alberta T5J 3M1
Telephone: (780) 423-3138
Fax: (780) 425-6277

Aboriginal Resource Centre Association

Calgary Aboriginal Student Handbook - handy reference tool with scholarship listings, university and college deadlines, etc.

Aboriginal Resource Centre Association
#4, 3140 - 14 Avenue NE
Calgary, Alberta T2A 6J4
Telephone: (403) 204-0083
Fax: (403) 204-0092

Aboriginal Studies

This program includes the study of traditions and histories of Aboriginal peoples and is designed to enhance students' awareness of the perspectives and worldviews of Aboriginal people in Alberta, Canada and the world.

This program is also designed to develop a sense of pride amongst Aboriginal students in their cultural heritage and enhance their esteem. It also serves to increase awareness, appreciation and understanding amongst all Alberta students of the rich history, culture and contributions of Aboriginal peoples in Canada.

Learning Resources Centre
12360 - 142 Street
Edmonton, Alberta T5L 4X9
Telephone: (780) 427-5775
Toll Free in Alberta: 310-0000 and then the number
Fax: (780) 422-9750





Alberta Aboriginal Apprenticeship Project

A project aimed at increasing Aboriginal participation in the apprenticeships through promoting training in apprenticeships within Aboriginal communities.

Edmonton
Suite 201, 10470 - 176 Street
Edmonton, Alberta T5S 1L3
Telephone: (780) 408-1840
Toll Free: 1-866-408-1840
Fax: (780) 408-1844

Fort McMurray
208, 9912A Franklin Avenue
Fort McMurray, Alberta T9H 1S2
Telephone: (780) 715-3630
Fax: (780) 715-3560

High Level
Box 179, 9806 - 98 Street
High Level, Alberta T0H 1Z0
Telephone: (780) 926-4277
Fax: (780) 926-4273

Amiskwaciy Academy

Amiskwaciy Academy offers a program for high school students interested in approaching their education from an Aboriginal perspective, offering courses on the history, culture and values of Canada's Aboriginal people.

Amiskwaciy Academy
101 Airport Road
Edmonton, Alberta T5G 0W6
Telephone: (780) 424-1270
Fax: (780) 424-1284

Apeetogosan Aboriginal Youth Business Fund

Apeetogosan is dedicated to assisting the Métis and Non-Status Indian people of Alberta to achieve economic self-sufficiency through the successful creation and operation of their own business enterprises, one such way is through the Aboriginal Youth Business Fund. They can provide Métis and Non-Status Indian youth entrepreneurs from the ages of 18 to 29 years with commercial loans with preferential features.

Apeetogosan (Métis) Development Inc.
302, 12308 - 111 Avenue
Edmonton, Alberta T5M 2N4
Telephone: (780) 452-7951
Toll Free: 1-800-252-7963
Fax: (780) 454-5997





Ben Calf Robe School

The Ben Calf Robe School provides education and upgrading to Aboriginal children/youth in a culturally comfortable environment. Administered by the Ben Calf Robe Society, which is a not-for-profit social service agency, the school provides a wide range of services for children and families.

Ben Calf Robe School
11833 - 64 Street
Edmonton, Alberta T5W 4J2
Telephone: (780) 471-2360
Fax: (780) 471-3104

Bent Arrow Traditional Healing Society

Bent Arrow offers many programs geared towards the well-being and success of Aboriginal youth and adults. Example of one program is the Rites of Passage School, which is a full time educational program for Aboriginal youth between the ages 12 and 15 who are at risk of dropping out of school. The program combines spirituality, culture, life skills and academics.

2 Floor, 10117 - 150 Street
Edmonton, Alberta T5P 1P2
Telephone: (780) 481-3451
Fax: (780) 481-3509

First Nations and Inuit Youth Business Program

National Aboriginal Capital Corporation Association (NACCA): The objective of the program is for First Nations and Inuit lending institutions, and Aboriginal Financial Institutions (AFI's) to offer on-reserve First Nations and Inuit community youth (aged 15-30), that are currently unemployed, attending school or out of school, proactive business opportunity counseling and advice, mentoring and advisory support and seed capital to explore or develop a business opportunity.

Head Office
#605, 75 Albert Street
Ottawa, Ontario K1P 5E7
Telephone: (613) 688-0894
Fax: (613) 688-0895

First Nations Training-to-Employment Program

This Alberta Works program supports the development of partnerships between the private sector, government and First Nations, and assists First Nations' people in finding and maintaining meaningful employment.

Alberta Human Resources and Employment
14 Floor, Capital Health Centre
10030 - 107 Street
Edmonton, Alberta T5J 3E4
Telephone: (780) 422-4293
Fax: (780) 422-6768





Indian and Northern Affairs Canada

Provides a guide to scholarships, bursaries and awards for Aboriginal students.

Alberta Region
630 Canada Place
9700 Jasper Avenue
Edmonton, Alberta T5J 4G2
Telephone: (780) 495-2773
Fax: (780) 495-4088

Journey to Success Aboriginal Women's Business Planning Guide

Practical and easy-to-use tools for Aboriginal women who are thinking of going into business.

Métis and Non-Status Bursary for Social Services Post-Secondary Students

This bursary is open to Métis or Non-Status Indian students who are pursuing a career in social services.

Alberta Children's Services
Métis and Non-Status Bursary Program
6 Floor, Sterling Place
9940 - 106 Street
Edmonton, Alberta T5K 2N2
Telephone: (780) 422-2183
Toll Free in Alberta: 310-0000 and then the number
Fax: (780) 644-5052

Métis Employment Services

Offers services for Aboriginal employment. Provides clients with several resources and tools that both will help in preparing for the workplace and gain employment.

Employment & Pre-Employment Services
#5, 2611 - 37 Avenue, NE
Calgary, Alberta T1Y 5V7
Telephone: (403) 250-8902
Toll Free: 1-877-250-4295
Fax: (403) 250-2838

Native Counselling Services of Alberta

Negan Tapen Edmonton Inner City Youth Program - The goal of the project is to prepare inner city Aboriginal youth, often labeled as "youth at risk" or "street youth", to complete secondary school, post secondary studies, or acquire gainful employment.

Head Office
Native Counselling Service
10975 - 124 Street
Edmonton, Alberta T5M 0H9
Telephone: (780) 451-4002
Fax: (780) 428-0187





Regional Office
Native Counselling Services
2 Floor, 9636 - 102A Avenue
Edmonton, Alberta T5H 0G5
Telephone: (780) 423-2141
Fax: (780) 424-1173

Inner City High School
Lance Marty, Youth Worker
9515 – 104 Avenue
Edmonton, Alberta T5H 4H3
Telephone: (780) 424-9425
Fax: (780) 426-3386

The Native Centre, University of Calgary

The Native Centre was established in 1972 by the University of Calgary to provide support services to Aboriginal students.

Alberta Scholarship Programs
4 Floor, 9940 - 106 Street
Box 28000, Station Main
Edmonton, Alberta T5J 4R4
Telephone: (780) 427-8640
Fax: (780) 427-1288

Rainbow Spirit Project

This project is multi-faceted and includes: (1) Aboriginal liaison personnel who provide on-site support to Aboriginal students, connect with families and access appropriate resources for school programming; (2) curricular adaptations that facilitate the inclusion of Aboriginal perspectives into existing curricula for grades K-12; (3) resources; (4) enhanced program, support services in the areas of fine arts, recreation, leadership and life/career development; and, (5) professional development for school staff.

Edmonton Catholic Schools
9807 - 106 Street
Edmonton, Alberta T5K 1C2
Telephone: (780) 441-6000
Toll Free: 1-888-441-6010
Fax: (780) 425-8759

The Scholarship and Bursary Handbook for Métis Students

Métis Nation of Alberta (MNA)
100, 11738 Kingsway Avenue
Edmonton, Alberta T5G 0X5
Telephone: (780) 455-2200
Toll Free in Alberta: 1-800-252-7553
Fax: (780) 452-8946/8948





School of Native Studies and Native Student Services

University of Alberta offers a Native Studies degree program, as well as student services to provide Aboriginal students an environment that encourages full access, participation, and success.

School of Native Studies
5-182 Education North
University of Alberta
Edmonton, Alberta T6G 2G5
Telephone: (780) 492-2991
Fax: (780) 492-0527

Seekers & Storytellers – Aboriginal Role Models Share Their Career Journeys

This book is for Aboriginal youth. In it, people from the Aboriginal community share their career stories. The book also helps you to connect with resources that can assist you with your own career planning. It will help you to:

- *explore life long learning strategies;*
- *understand how personal skills and attitudes influence life and work-related success;*
- *understand how career development is a continuous process with a series of choices;*
- *explore how the role models' stories can be a source of information for your own future planning;*
- *understand how volunteering is a proactive personal development and job search strategy; and*
- *identify information resources helpful for your own career, learning and employment planning.*





Services for People with Disabilities

Persons with Developmental Disabilities

Alberta Provincial Board

Peace Hills Trust Tower
4th Floor, 10011 - 109 Street
Edmonton, Alberta, T5J 3S8
Telephone: (780) 427-1177
Fax: (780) 427-1220

Calgary Region Community Board

Persons with Developmental Disabilities
Ministry of Alberta Community Development
4 Floor, TGS Place
Calgary, Alberta T2R 1H5
Telephone: (403) 297-5011
Fax: (403) 297-6420

Central Region Community Board

Persons with Developmental Disabilities
Central Alberta Community Board
#501, 5010 – 43 Street
Red Deer, Alberta T4N 6H2
Telephone: (403) 340-5003
Fax: (403) 340-7987

Edmonton Region Community Board

Community Services – PDD
10258 - 108 Street
Edmonton, Alberta T5J 4Z7
Telephone: (780) 427-2817
Fax: (780) 422-6411

Northeast Region Community Board

Box 312, Provincial Building
#242 5025 - 49 Avenue
St. Paul, Alberta T0A 3A4
Telephone: (780) 645-6416
Toll Free: 1-866-733-6322
Fax: (780) 645-6229

Northwest Region Community Board

Grande Prairie Board Office
6th Floor, 214 Place, 9909 - 102 Street
Grande Prairie, Alberta T8V 2V4
Telephone: (780) 538-5115
Fax: (780) 538-6123





South Region Community Board

Lethbridge PDD Office
#709, 400 - 4 Avenue South
Lethbridge Centre Tower
Lethbridge, Alberta T1J 4E1
Telephone: (403) 381-5777/5778
Fax: (403) 381-5873

Medicine Hat PDD Office

#110, 346 - 3 Street Southeast
Medicine Hat, Alberta T1A 0G7
Telephone: (403) 529-3144
Fax: (403) 504-2190

Assured Income for the Severely Handicapped (AISH)

An income support programs for adult Albertans with a permanent disability.

Youths that have a permanent disability, that severely impairs the ability to earn a living, will become eligible at the age of 18 to receive financial assistance and health benefits. Your income and your spouse or partner's income and what you own are used to decide how much help you receive.

Income Support Centre
Alberta Seniors and Community Supports
12 Floor, Capital Health Centre
10030 – 107 Street
Edmonton, Alberta T5J 3E4
Telephone: (780) 644-5135
Toll Free in Alberta: 1-866-644-5135
Fax: (780) 422-5954

Disability Related Employment Supports

The Disability Related Employment Supports program is an Alberta Works program providing job search supports, workplace supports, and education supports to Albertans in overcoming the barriers to employment created by their disability.

Alberta Human Resources and Employment
Linda Willis, Manager
14 Floor, Capital Health Centre
10030 - 107 Street
Edmonton, Alberta T5J 3E4
Telephone: (780) 415-9729
Fax: (780) 422-6768

Disability Service Providers at Post-Secondary Institutions

Alberta College of Art and Design
Paul Roberge, Counsellor
1407 - 14 Avenue NW
Calgary, Alberta T2N 4R3
Telephone: (403) 284-7666
Fax: (403) 284-7636
E-mail: counselling@acad.ab.ca





Athabasca University
Martin Reaney, Coordinator
Peace Hills Trust Tower
12 Floor 10011 - 109 Street
Edmonton, Alberta T5J 3S8
Telephone: (780) 497-3424
Toll Free: 1-800 788-9041, ext 3424
Fax: (780) 497-3411
E-mail: brendam@athabascau.ca

Bow Valley College
Denise Theunissen, Learning Difficulties/Disabilities
Learning Resource Services
332 - 6 Avenue SE
Calgary, Alberta T2G 4S6
Telephone: (403) 410-1645
Fax: (403) 297-4801
E-mail: dtheunissen@bowvalleycollege.ca

Grande Prairie Regional College
Rosemary Kay, Academic Advisor & Students' Resource Coordinator
10726 - 106 Avenue
Grande Prairie, Alberta T8V 4C4
Telephone: (780) 539-2062
Toll Free: 1-888 539-4772, ext 2062
E-mail: rkay@gprc.ab.ca

Grant MacEwan College
Abigail Parrish-Craig
Counsellor, Services to Students with Disabilities
Co-Chair, Student Resource Centre
7-112A, 10700 - 104 Avenue
Edmonton, Alberta T5J 4S2
Telephone: (780) 497-5811
Fax: (780) 497-4656
E-mail: parrishcraiga@macewan.ca

Lakeland College
Leonard Wilhelm, Special Needs Coordinator/ Counsellor
5707 - 47 Avenue West
Vermilion, Alberta T9X 1K5
Telephone: (780) 853-8781
Toll Free: 1-800 661-6490, ext 8781
Fax: (780) 853-2955
E-mail: Greg.Michaud@lakelandc.ab.ca

Lethbridge Community College
Julie Deimert, Disability Counselor
3000 College Drive South
Lethbridge, Alberta T1K 1L6
Telephone: (403) 329-7268
Toll Free: 1-800 572-0103, ext 7268
Fax: (403) 320-1461
E-mail: julie.deimert@lethbridgecollege.ab.ca





Mount Royal College
Shan Robertson, Disabilities Consultant, Disabilities Services
4825 Mount Royal Gate, SW
Calgary, Alberta T3E 6K6
Telephone: (403) 440-6491
Fax: (403) 440-7255
E-mail: srobertson@mtroyal.ca

Mount Royal College
Bonnie Blankert, Disabilities Consultant, Disabilities Services
4825 Mount Royal Gate SW
Calgary, Alberta T3E 6K6
Telephone: (403) 440-5959
Fax: (403) 440-7255
E-mail: bblankert@mtroyal.ca

Northern Alberta Institute of Technology
Diana Culo, Career Advisor
11762-106 Street
Edmonton, Alberta T5G 2R1
Telephone: (780) 378-6133
Fax: (780) 471-7093
E-mail: dianaculo@nait.ab.ca

Portage College
Lisa Maheden, Contact
Box 417
Lac La Biche, Alberta T0A 2C0
Telephone: (780) 623-5564
Fax: (780) 623-5660
E-mail: Lisamaheden@portagec.ab.ca

Red Deer College
Laurel Mutch, Disability Service Co ordinator
Box 5005
Red Deer, Alberta T4N 5H5
Telephone: (403) 342-3165
Toll Free: 1-888 732-4630
Fax: (403) 342-3424
E-mail: Laurel.Mutch@rdc.ab.ca

Southern Alberta Institute of Technology
Tracy D. Orr, Counsellor, Counselling Services
1301-16 Avenue, NW
Calgary, Alberta T2M 0L4
Telephone: (403) 284-7023
Fax: (403) 284-8999
E-mail: tracy.orr@sait.ca

University of Alberta
Marion Vosahlo, Director, Specialized Support and Disability Services
2-800 Students' Union Building
Edmonton, Alberta T6G 2J7
Telephone: (780) 492-3381
TTY: (780) 492-7269
Fax: (780) 492-6701
E-mail: marion.vosahlo@ualberta.ca





Jean A. H. Jackson, Alternate Format Coordinator/Advisor
Specialized Support and Disability Services
2-800 Students' Union Building
Edmonton, Alberta T6G 2J7
E-mail: jean.jackson@ualberta.ca

University of Calgary
Pat Pardo, Director, Disability Resource Centre
2500 University Drive, NW
Calgary, Alberta T2N 1N4
Telephone: (403) 220-8935
Fax: (403) 210-1063
E-mail: ppardo@ucalgary.ca

Merlin Keillor, Adaptive Technology Advisor, Disability Resource Centre
2500 University Drive NW
Calgary, Alberta T2N 1N4
Telephone: (403) 220-7785
Fax: (403) 289-4409
E-mail: keillor@ucalgary.ca

University of Lethbridge
Christine Johnson, Learning Strategist
4401 University Drive
Lethbridge, Alberta T1J 3M4
Telephone: (403) 329-2281
TDD: (403) 317-2829
Fax: (403) 329-2003
E-mail: Christine.johnson@uleth.ca

Employment Series for Persons with Disabilities – Tips for Job Seekers

This booklet is for the job seeker who has a disability. It is intended to support your life/work decisions, learning and work exploration and your personal management.

It will help:

- *approach employers with a strong business case for hiring a person with a disability;*
- *explore diversity in the workplace;*
- *consider how effective communication skills, behaviours and attitudes can foster positive interactions when finding and keeping work;*
- *investigate career planning and work-finding services available;*
- *evaluate the impact of your health on your decisions;*
- *review your preferred future and fine-tune your action plan;*
- *explore effective work search tools, interview strategies and work alternatives;*
- *evaluate work opportunities; and*
- *connect with further information and resources.*





This publication is available online through the Alberta Learning Information Service (ALIS) website – Alberta’s leading online source for career, learning and employment information. To access this and additional publications visit www.alis.gov.ab.ca/careershop.

For a copy of this handbook please contact:

Learning Resources Centre
12360 - 142 Street
Edmonton, Alberta T5L 4X9
Telephone: (780) 427-5775
Fax: (780) 422-9750
Catalogue Item: #437154





Links

Learning

Alberta Learning Information Service (ALIS)
www.alis.gov.ab.ca

Alberta Post-Secondary Education Information
<http://www.alis.gov.ab.ca/edinfo/>

Education and Training

Aboriginal Studies
http://www.learning.gov.ab.ca/k_12/curriculum/bySubject/aborstdy/default.asp

Academic Upgrading

Human Resources and Employment
www.gov.ab.ca/hre/si/pdf/workfoundations.pdf
Agricultural Processing Industry Employment Program
<http://www.agric.gov.ab.ca/>

Alberta Aboriginal Apprenticeship Project
<http://www.thinktrades.com>

Alberta Job Corps (AJC)
www.gov.ab.ca/hre/ajc

Amiskwaciy Academy
<http://amiskwaciy.epsb.net/>

Ben Calf Robe School
<http://bencalfrobe.tripod.com/welcome.html>

Bent Arrow Traditional Healing Society
<http://www.bentarrow.ca/>

Disability Related Employment Supports
<http://www.gov.ab.ca/hre/dres/>

Disability Service Providers at Post-Secondary Institutions
<http://www.acad.ca>

Education and Training Planner
<http://www.alis.gov.ab.ca/pdf/cshop/EducationPlanner.pdf>

First Nations Training-to-Employment Program





<http://www.gov.ab.ca/hre/firstnations/>

Job Skills Training

<http://www.gov.ab.ca/hre/dres>

Native Counselling Services of Alberta

www.ncsa.ca

Rainbow Spirit Project

http://www.ecsd.net/programs/rainbowspirit_project.html

School of Native Studies & Native Student Services

<http://www.ualberta.ca/NATIVESTUDIES>

The Investigator

<http://www.alis.gov.ab.ca/pdf/cshop/Investigator.pdf>

The Native Centre, University of Calgary

<http://www.ucalgary.ca/nativecr/>

The Scholarship and Bursary Handbook for Métis Students

<http://www.albertametis.com>

The Summer Temporary Employment Program (STEP)

<http://www.gov.ab.ca/hre/step/index.asp>

Women Building Futures

www.womenbuildingfutures.com

Workplace Training

<http://www.gov.ab.ca/hre/dres>

Financial Assistance

Aboriginal Health Careers Bursary

<http://www.alis.gov.ab.ca/pdf/scholarships/AboriginalCareers.pdf>

Aboriginal Multi-Media Society of Alberta

<http://www.ammsa.com/ammsabursary.html>

Aboriginal Resource Centre Association

www.arctr.com

Advancing Futures Bursary Program

http://www.child.gov.ab.ca/whoweaare/pdf/advancing_futures_final.pdf

Alberta Scholarship Programs

<http://www.alis.gov.ab.ca/scholarships/main.asp>

Alberta Works

<http://www.gov.ab.ca/hre/albertaworks/index.asp>

Assured Income for the Severely Handicapped (AISH)

<http://www.seniors.gov.ab.ca/aish/>





Bursary Program Home Page
http://www.gov.ab.ca/nadc/Bursary/bursary_home.htm

Disability Related Employment Supports
<http://www.gov.ab.ca/hre/dres/>

Health Care Practicum Bursary
<http://www.gov.ab.ca/nadc/>

Indian and Northern Affairs
<http://www.inac.gc.ca>

Medical Student Bursary
<http://www.gov.ab.ca/nadc/>

Métis and Non-Status Bursary for Social Services Post-Secondary Students
<http://www.child.gov.ab.ca/howeare/education/pdf/Bursary.pdf>

Money 101 – Budgeting Basics for Further Education
<http://www.alis.gov.ab.ca/pdf/cshop/money101.pdf>

Pharmacy Bursary
<http://www.gov.ab.ca/nadc/>

Robert C. Carson Memorial Bursary
<http://www.justice.gov.ab.ca/aboriginal/default.aspx?id=2859>

Stretch Your Dollars – Budgeting Basics
<https://www.creditcounselling.com/orderform.aspx>

The Legacy Fund for Youth from Care
http://www.calgaryandareacfsa.gov.ab.ca/crv/pdf/Revised_Legacy_Bursary_2003.pdf
Trade Secrets – Alberta Apprenticeship and Industry Training
www.tradesecrets.org

Employment

Alberta Learning Information Service (ALIS)
www.alis.gov.ab.ca

Alberta Works
<http://www.gov.ab.ca/hre/albertaworks/index.asp>

Job Banks

Alberta Job Bank
<http://www.alis.gov.ab.ca/employment/jp/jobbanksab.asp>

Career Bookmarks
http://careerbookmarks.tpl.toronto.on.ca/secondary_pages/self_assessment_frame.html





Federal Job Bank
http://www.jobbank.gc.ca/search_en.asp

Self-Employment

Apeetogosan Aboriginal Youth Business Fund
<http://www.apeetogosan.com>

Self-Employment Training
<http://www.gov.ab.ca/hre/sep/index.asp>

The Workplace

Career and Employment Programs and Services
<http://www.gov.ab.ca/hre/cep/>

Employment Standards
<http://www.gov.ab.ca/hre/employmentstandards/>

New and Young Workers
<http://www.gov.ab.ca/hre/whs/workers/>

The Investigator
<http://www.alis.gov.ab.ca/pdf/cshop/Investigator.pdf>

The Summer Temporary Employment Program (STEP)
<http://www.gov.ab.ca/hre/step/index.asp>

X-Treme Safety
<http://www.alis.gov.ab.ca/pdf/cshop/xtremesafety.pdf>

Labour Market Information

Aboriginal Career Centre for Employment Strategies & Services
<http://oteenow.com/>

Alberta Human Resources and Employment
<http://www3.gov.ab.ca/hre/>

Career

Alberta Learning Information Service (ALIS)
www.alis.gov.ab.ca

Alberta Works
<http://www3bov.ab.ca/hre/albertaworks/index.asp>

Career Services

Aboriginal Education Centre





<http://www.macewan.ca/web/services/aboriginal/home/index.cfm>

Alberta Career Services

<http://alis.gov.ab.ca/career/cs/alberta.asp>

Native Counselling Services of Alberta

www.ncsa.ca

Veterinary Work Experience Program

<http://www.agric.gov.ab.ca>

Young Canada Works

<http://www.pch.gc.ca/ycw-jct/>

Youth Connections

<http://www.gov.ab.ca/hre/youthconnections/>

Career Planning Tools

Alberta Work Search On-Line

<http://www.alis.gov.ab.ca/worksearch/>

CAREERS: The Next Generation

www.nextgen.org

Time to choose...a post-secondary education program

<http://www.alis.gov.ab.ca/pdf/cshop/TimeChoose.pdf>

Journey to Success Aboriginal Women's Business Planning Guide

http://www.ainc-inac.gc.ca/ps/ecd/js/journ_e.pdf

Lasting Gifts: Parents, Teens and the Career Journey

<http://www.alis.gov.ab.ca/careershop/showproduct.asp?DisplayCode=PRODUCT&EntityKey=71>

Multiple Choices – Planning Your Career for the 21st Century

<http://www.alis.gov.ab.ca/pdf/cshop/MultipleChoices.pdf>

Next Steps

<http://www.nextsteps.org/>

Seekers & Storytellers – Aboriginal Role Models Share Their Career Journeys

<http://www.alis.gov.ab.ca/pdf/cshop/SeekersStorytellers.pdf>

Skills Plus Handbook – Discovering Your Personal Career Assets

<http://www.alis.gov.ab.ca/pdf/cshop/SkillsPlus.pdf>

The Investigator

<http://www.alis.gov.ab.ca/pdf/cshop/Investigator.pdf>





Training for Work

<http://www.alis.gov.ab.ca/pdf/cshop/trainingwork.pdf>

Volunteering – How to Build Your Career by Helping Others

<http://www.alis.gov.ab.ca/pdf/cshop/Volunteering.pdf>

Occupational Information

Alberta Occupational Profiles (OCCINFO)

<http://www.alis.gov.ab.ca/occinfo>

Career Planner Choosing an Occupation

<http://www.alis.gov.ab.ca/pdf/cshop/CareerPlanner.pdf>

Forestry Youth Programs – Seasonal Employment Opportunities

<http://www3.gov.ab.ca/srd/wildfires/ForestryYouth/>

Job Smart – Tips for Staying Employed

<http://www.alis.gov.ab.ca/pdf/cshop/JobSmart.pdf>

Trade Secrets – Alberta Apprenticeship and Industry Training

www.tradesecrets.org

Workability Handbook

<http://www.alis.gov.ab.ca/pdf/cshop/Workability.pdf>

Career Resources

Alberta Career Resources

<http://alis.gov.ab.ca/career/cr/alberta.asp>

Alberta Native Friendship Centres Association

www.albertafriendshipcentres.ca

Canada Prospects

www.alis.gov.ab.ca/careershop

Career and Employment Programs and Services

<http://www3.gov.ab.ca/hre/cep/>

Employment Series for Persons with Disabilities – Tips for Job Seekers

<http://www.alis.gov.ab.ca/pdf/cshop/Tips-JobSeekers.pdf>

Finding Out: How to Get the Information You Need to Make the Choices You Want

<http://www.alis.gov.ab.ca/pdf/cshop/FindingOut.pdf>

Metis Employment Services

www.albertametis.com

Hire A Student

http://www.hrsdc.gc.ca/en/gateways/where_you_live/regions/ab-nwt-nu.shtml

Job Seeker's Handbook – An Introductory Guide to Finding Work

<http://www.alis.gov.ab.ca/pdf/cshop/JobSeekers.pdf>





Federal Information

Youth Employment Information Web Site

<http://www.youth.gc.ca/>

Aboriginal Specific Services

Aboriginal Career Centre for Employment Strategies & Services

<http://oteenow.com/>

Aboriginal Education Centre

<http://www.macewan.ca/web/services/aboriginal/home/index.cfm>

Aboriginal Health Careers Bursary

<http://www.alis.gov.ab.ca/pdf/scholarships/AboriginalCareers.pdf>

Aboriginal Multi-Media Society of Alberta

<http://www.ammsa.com/ammsabursary.html>

Alberta Native Friendship Centres Association

www.albertafriendshipcentres.ca

Aboriginal Resource Centre Association

www.arctr.com

Aboriginal Studies

http://www.learning.gov.ab.ca/k_12/curriculum/bySubject/aborstidy/default.asp

Alberta Aboriginal Apprenticeship Project

<http://www.thinktrades.com/>

Amiskwaciy Academy

<http://amiskwaciy.epsb.net/>

Apeetogosan Aboriginal Youth Business Fund

<http://www.apeetogosan.com>

Ben Calf Robe School

<http://bencalfrobe.tripod.com/welcome.html>

Bent Arrow Traditional Healing Society

<http://www.bentarrow.ca>

First Nations and Inuit Youth Business Program

<http://www.nacca.net>

First Nations Training-to-Employment Program

<http://www3.gov.ab.ca/hre/firstnations/>

Indian and Northern Affairs





<http://www.inac.gc.ca>

Journey to Success Aboriginal Women's Business Planning Guide

http://www.ainc-inac.gc.ca/ps/ecd/js/journ_e.pdf

Métis and Non-Status Bursary for Social Services Post-Secondary Students

<http://www.child.gov.ab.ca/howeare/education/pdf/Bursary.pdf>

Native Counseling Services of Alberta

www.ncsa.ca

Rainbow Spirit Project

http://www.ecsd.net/programs/rainbowspirit_project.html

School of Native Studies, & Native Student Services

<http://www.ualberta.ca/NATIVESTUDIES>

Seekers & Storytellers – Aboriginal Role Models Share Their Career Journeys

<http://www.alis.gov.ab.ca/pdf/cshop/SeekersStorytellers.pdf>

The Native Centre, University of Calgary

<http://www.ucalgary.ca/nativecr/>

The Scholarship and Bursary Handbook for Métis Students

<http://www.albertametis.com>

Services for People with Disabilities

Persons with Developmental Disabilities

<http://www.pdd.org/default.shtml>

Calgary Region

http://www.pdd.org/Calgary/Ca_main.htm

Central Region

<http://www.pdd.org>

Edmonton Region

http://www.pdd.org/Edmonton/ed_main.htm

Northeast Region

<http://www.nepdd.org/>

Northwest Region

<http://www.pdd.org/Northwest/default.htm>

South Region

http://www.pdd.org/south/so_main.htm

Assured Income for the Severely Handicapped (AISH)

<http://www3.gov.ab.ca/hre/aish/>

Disability Related Employment Supports





<http://www3.gov.ab.ca/hre/dres/>

Employment Series for Persons with Disabilities – Tips for Job Seekers
<http://www.gov.ab.ca/hre/dres>

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