

# Rotary Employment Partnership E-Blast

D5360 & D5370



February 2021

## Types of Roles Created

Inclusive Employment does not look like one specific role- in fact, no one employment position is exactly the same! As we work on filling the employers need, employees with developmental disabilities are doing real work for real pay. Some examples of roles and their tasks created by the Rotary Employment Partnership include, but are not limited to:

Paramedical Assistant	Customer Service Representative	Entrepreneurship	
Communications Advisor	Driving/delivery	Child Care	Shipping/Receiving
Chef's Assistant	Construction	Data Entry	Manufacturing

Administration Assistant roles and Warehouse jobs are common roles within the partnership. Some examples of tasks employees with developmental disabilities conduct in these jobs include:

### Administration Assistant

### Warehouse Labourer

- Conducting internet research
  - Electronic sourcing and filing of client annual reports
  - Digitizing documents
  - Register employees in courses through various educational institutions.
  - Completing Accounts Payable Vouchers for department and educational expenses.
  - Open and distribute department mail.
  - Ensure photocopiers, fax machine and printers are stocked with paper.
  - Photocopying for various department meetings and events.
  - Prepare maternity packages, offer packages and first day packages.
  - Accurate filing of employee and department information.
  - Keep reception area, meeting rooms, kitchen and file room tidy and organized.
  - Other administrative duties as required including creation of documents and special event support.
- Participate in all aspects of the shipping/receiving/inventory functions.
  - Ensure excellent customer service is provided to all customers.
  - Perform maintenance on inventory or cycle counts, as directed.
  - Operate all materials handling equipment.
  - Assist in forklift and equipment maintenance.
  - Load and unload trucks.
  - Follow company loading and unloading procedures to ensure products are safely secured.
  - Conduct store inventory in a prescribed manner.
  - Maintain yard and warehouse appearance as assigned, and in compliance with company's safety and operational standards.
  - Responsible for "Own the Aisle" area of assigned responsibility in the warehouse to ensure company merchandising and inventory standards are consistently maintained.
  - Make deliveries when required.

[CLICK HERE](#)

To hear from Rotarian Eric Madsen, President of Prime Boiler on why he chooses to be an inclusive employer.

If you are interested in knowing how your workplace or Rotary Club can become involved, please contact:

Wendy McDonald, District 5370 Rotary Employment Partnership Committee Chair, Inclusion Alberta Chief Operating Officer:

[wmcDonald@inclusionAlberta.org](mailto:wmcDonald@inclusionAlberta.org) | 780-974-1310

Trina Steed, Inclusion Alberta Provincial Director, Employment Partnerships: [tsteed@inclusionAlberta.org](mailto:tsteed@inclusionAlberta.org) | 780-451-3055 ext. 426

# Rotary Employment Partnership Expansion

We're growing! Just in time for the new year, Inclusion Alberta received funding to expand the Partnership, to work with Rotary in tackling the extremely high unemployment rate for people with developmental disabilities. Across the province, 4 new coordinators have joined the team! Last month we introduced Karen and Courtney, highlighted this month are Jenna and Brogan.

## Jenna Pellerin



Hi! My name is Jenna, and I am thrilled to be part of the Rotary Employment Partnership Team. I started in August 2020 with Inclusion Alberta which has been such a humbling experience. My background is recruitment and marketing with a side hustle of all things fitness. I went to college at SIAST to receive my Marketing and Administration Diplomas. I then moved to Lloydminster in 2012 to follow my husband back to his hometown. Lloydminster is now where we call home as we raise our two young kids in a community that suits our family perfectly. In my spare time you will catch me teaching a spin class, attending a fitness class, spending time outdoors or catching up with friends. We love every opportunity as a family to head to the lake in any season, to relax and spend time together. I am proud to work for such a powerful organization who advocates for change in our communities. I am excited to learn and grow in my new role with the team!

## Brogan Gordon



My name is Brogan, and I am one of the newest members of the Rotary Employment Partnership. I began working with Inclusion Alberta in June of 2019 as an Educational Facilitator with the Inclusive Post-Secondary Initiative at NAIT. Supporting the students at NAIT with employment was one of the aspects of my job that I was most passionate about, and I am so thrilled to now have the opportunity to take part in job support and development full time. In my free time I am working on my master's degree in Health Studies. Specifically, I want to better understand how the healthcare system can be made more accessible to individuals with disabilities. When I'm not working or studying, I enjoy spending time with my cats, volunteering, and exploring new hobbies.

## Call to Action!

Although we find ourselves in very difficult circumstances with this pandemic and increased restrictions, Rotary has been able to create **35 new jobs** across the province since the pandemic began. We need Rotary to continue to spread the news about inclusive employment with your connections, now more than ever.

## Job Seeker Profile

### Shane S.

Shane is a competent, friendly and outgoing person who is seeking a position as a shelf stocker or warehouse role for part time employment. Shane has had previous experience in these roles and exhibits continuous attention to detail and adherence to workplace safety. Shane also values supportive leadership, and he strives to contribute to a positive team atmosphere. *For more information concerning Shane, please contact Deb Gallant, Rotary Employment Partnership Coordinator – Red Deer. 403.596.4844 [dgallant@inclusionalberta.org](mailto:dgallant@inclusionalberta.org)*

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