

POSTING

JOB DEVELOPER

Temporary Full Time (35 hours per week) - Until July 3, 2020

(This position requires work outside normal office hours)

Survive Alive and Strive Employment Program

The Job Developer supports clients in job search activities and promotes clients to employers to generate job leads and secure paid employment, unpaid work experiences, volunteer positions and/ or on the job training.

KEY DUTIES AND RESPONSIBILITIES:

- Adheres to the policies and standards as established in policy and program manuals, Health & Safety Guidelines, job descriptions, written memos, and verbal agreements.
- Work collaboratively with Facilitator to understand client needs and employment goals.
- Achieve outcome targets for paid/unpaid job placements and report to Supervisor.
- Develop a specific client marketing plan that includes job target, employer targets and marketing strategies.
- Work with clients to support and strengthen self-marketing approaches.
- Contact and network with employers to build relationships and generate appropriate leads.
- Attend trade shows and other business/networking events to build employer relationships.
- Build and maintain an extensive employer database.
- Remain current on local labour market trends and effective job search approaches.
- Create employment opportunities including informational interviews, job shadowing, volunteering, training on the job and employer site visits for monitoring.
- Complete service billing in ICM within one week of completion, with current month billing to be completed by month end.
- Provide on the job coaching as needed to assist client with job retention.
- Provide follow up support to clients.
- Maintain frequent communication with Facilitator to best support client success.
- Document and maintain up to date notes in the programs client management system re: client interaction/interventions.
- Maintain weekly tracking of marketing activities into appropriate spreadsheet; follow up with relevant contacts to generate potential leads.
- Work cooperatively with other Job Developers in the community to promote services for employers and clients.
- Attend meetings as required.
- Perform other duties as required.

NOTE: Applicants not selected for an interview will not necessarily be notified.

Options Community Services Society is an equal opportunity employer committed to hiring a diverse workforce.

Posted: 10/25/2019

OCS Posting #:A21468

QUALIFICATIONS

Education, Training, and Experience

- Business Administration of Marketing Degree/Diploma or a combination of relevant training and experience.
- 1-2 years of job development/job placement experience preferred.
- Strong links to the business community with a knowledge of the local labour market.
- Valid BC driver's license and access to a reliable vehicle.
- Must be able to work flexible hours including some evenings and weekends.

Job Skills and Abilities:

- Ability to identify sensitive issues and maintain confidentiality.
- Must be sensitive to and respectful of cultural and lifestyle diversity.
- Must complete a six (6) month probationary period before staff are permanent employees, unless otherwise specified by contract conditions.

* An eligibility list will be maintained for up to 6 months.

CLOSING DATE:

Resumes will be reviewed starting [November 1, 2019] but the posting will remain open until filled and will close without notice.

PLEASE APPLY TO:

Heather Lynch, Program Manager
Options Community Services Society

Email: youthservices.info@options.bc.ca

No phone calls please.

Please include a cover letter clearly indicating the posting number [#A21468] and outlining your qualifications and related experience for the position.