

Job Developer

We are looking for an enthusiastic team player, who is able to create and maintain positive relationships with clients and employers in the St. Thomas Elgin area by providing timely and appropriate customer service.

Job Qualifications:

- Post-secondary diploma or degree in a relevant field of study or equivalent combination of education and related work experience
- Experience working with local Labour Market to determine skill development needs and occupational training opportunities
- 3 to 5 years of previous work experience in job development related employment
- Previous paid or voluntary experience in a related field such as career/employment counselling, human resources, and/or life skills coaching
- Demonstrated experience in sales and marketing
- Ability to achieve targets and making "cold calls"
- Clear reference check for vulnerable sector
- Demonstrated understanding of community resources, programs and services
- Computer literate and valid driver's license and use of a vehicle with appropriate insurance
- Working knowledge of issues associated with high risk youth, adults, the unemployed and the mature worker
- Excellent human relations, organizational, time management, negotiation and problem solving skills

Duties:

- Conduct employer outreach to seek employment opportunities for clients who are job seekers
- Negotiate employer agreements for training and other incentives
- Screen program participants for eligibility factors and match client-training goals to an appropriate employment opportunity.
- Establish goals and responsibilities pertaining to the program participant and employer's expectations
- Provide support to program participant and employer throughout the placement duration, including problem solving, managing expectations and identifying next steps
- Liaise with other community organizations, agencies and institutions, to contribute to program effectiveness, attend community events which may require working some evenings and weekends
- Provide support to program participant (trainee) and employer throughout the placement duration, including problem solving, managing expectations and identifying next steps
- Monitor trainee's progress at the placement worksite
- Ensure program case management expectations are tracked and noted using database entries required for running reports and statistics
- Ensures job postings/listings are current and well maintained and deemed open/active or closed
- Participate in departmental meetings for purposes of goal setting, planning and meeting Employment Ontario expectations and/or targets of funders

How to apply:

Email application to Tina Swaenepoel at tswaenepoel@employmentserviceselgin.ca by **Jan 21, 2018**.

No phone calls please.

We thank all applicants, however only those selected for an interview will be contacted.

If you require a specific accommodation because of a disability or a medical need, please notify the Tina Swaenepoel by phone 519-633-5200 extension 261 so that we can have the appropriate accommodations in place for the interview.