

SOUTH ESSEX COMMUNITY COUNCIL
INTERNAL/EXTERNAL POSTING
Job Posting Number – 2024-16

POSITION TITLE: Job Developer-Career Hub-Permanent Full-time (3 positions)

POSITION SUMMARY: The Job Developer's role within Career Hub is to provide information and support to employers utilizing employer services, market the program, recruit potential employers and develop employment opportunities for clients. Under the general supervision of the Career Hub Department Coordinator, the Job Developer assumes the following duties and responsibilities:

- Understand local Labour Market and needs of local Employers
- Maintain accurate statistical information for monthly reporting purposes.
- Maintain an employer filing system that is efficient and easily accessible in accordance with funder file guidelines.
- Market Career Hub services to employers throughout service area utilizing a variety of method such as personal visits, cold calls, job fairs, information fairs and, public events
- Develop and update postings of employment opportunities for any interested employers and keep all Career Hub staff informed about all job postings.
- Maintain job board
- Complete and monitor COJG (Canada Ontario Jobs Grant) Applications and Agreements
- Promote various employer subsidy programs and information on government initiatives to new, current and previous employers.
- Respond to employer inquiries regarding activity on job vacancies; work with employers to coordinate other services such as interview space applicant screening and developing job descriptions.
- Seek out new employers, identify employers' requirements for staff recruitment, conduct initial Employer interviews, screening and application process.
- Match clients to Employers; meet with clients and/or Employment Specialists to determine client suitability for client placement.
- Work as part of a "practitioner team" coordinating on the job training with the client and Employment Specialists
- Develop Employment contracts for placements; coordinate meetings with applicable people to review and sign contracts.
- Provide on-the-job support to clients (when necessary) and employers during training placements, complete regular progress monitors and resolve job performance issues.
- Liaise with Employment Specialists regarding clients' employment needs and progress in placements and provide follow-up assistance to clients as needed.
- Facilitate workshops when necessary
- Conduct practice interviews with clients
- Develop partnerships with community groups
- Attend, promote and provide assistance to agency functions for the purpose of promoting and/or raising funds for SECC.
- Attend community or staff meetings and other SECC functions as required
- Other duties as assigned

QUALIFICATIONS:

University Degree in a field such as social work, psychology, counselling, human services, vocational rehabilitation, or a related program

OR

Community College Diploma in Career Development Practitioner, or a related program

AND

At least (2) years' experience working with at-risk populations including youth, Newcomers to Canada, and/or persons with disabilities

Additional skills required:

- Experience in job development, community outreach, placement, or employment services is particularly beneficial.
- Must have a valid driver's license and access to a reliable vehicle and able to travel to various sites on a regular basis.
- Strong knowledge of local labor market trends, job search strategies, and employment support programs.
- Excellent communication and interpersonal skills to engage effectively with diverse individuals and build relationships with employers and community stakeholders.
- Ability to provide guidance and support to job seekers facing barriers to employment.
- Familiarity with community resources, educational institutions, and training programs.
- Proficient computer skills, including experience with resume-building software, job boards, and Microsoft Office applications.
- Strong organizational skills, attention to detail, and ability to manage multiple tasks effectively.
- Commitment to maintaining confidentiality and adhering to ethical standards.
- Valid driver's license and access to transportation for occasional travel within Windsor-Essex County
- Ability to adjust to a flexible work schedule

HOURS OF WORK AND SALARY:

- 35 Hours per week with additional evenings as required attending meetings, workshops, focus groups etc.
- \$27.79/hour in accordance with the SECC CUPE Collective Agreement.
- **Note: Must be able to work out of Leamington, Kingsville and/or Windsor offices as scheduled**

EXPECTATIONS:

- Provide courteous, supportive and professional service at all times.
- Be attentive to detail and able to meet deadlines.
- Work as part of a team and contribute to the smooth operations of the department.
- Communicate effectively and in a timely manner with clients and coworkers.
- Able to work in a busy and changing environment; capable of multi-tasking and of dealing with constant interruptions.
- Exercise flexibility in work hours to accommodate presentations or other applicable situations.
- Adhere to Ethical Counselling Standards and respect the privacy of clients
- Understand the mandate of the program and effectively to potential and current employers.

INTERNAL/EXTERNAL POSTING**WITHOUT PREDJUDICE**

Please submit resumes by 4:30 p.m.

Tuesday, April 9, 2024

Jennifer Moore

Manager, Human Resources

PLEASE NOTE:

Please be sure to list all qualifications you possess as they relate to the qualifications in the posting.

- All of the qualifications in the posting are deemed necessary to perform the work required of the position
- Interviews and practical assessments will be conducted to clarify qualifications
- SECC is committed to employment equity, welcomes diversity in the workplace, and encourages applications from all qualified individuals including women, members of racialized communities, indigenous persons, persons with disabilities, and persons of any sexual orientation or gender identity.
- Should you require an accommodation at any part of the application or interview process, please advise the Manager of Human Resources