

Job Posting

Job Title:	Job Developer	Status:	Full-time Contract, Temporary July 24 – March 31, 2018
Department:	Employment Services	Union:	Included (CUPE)
Salary Level:	Level 3 - \$44,639.87 (Start Rate) \$46,159.93 (Job Rate)		
Posting Date:	July 4, 2017	Posting Close:	July 18, 2017

Dixon Hall Neighbourhood Services is multi-service agency located in the heart of east downtown Toronto. For 87 years, we have been touching the lives of thousands of our community's most vulnerable residents by providing a range of programs and services across every stage of life.

Reporting to the Manager of Employment Services Centre, the Job Developer is responsible for marketing the Employment Service Centre to employers, local community and agency partners. The Job Developer recruits employers and manages ongoing employer relationships, obtains employment opportunities, develops and maintains employer databases, and arranges job matching and placement, negotiates employer wage incentives and supports job retention, to achieve the Employment Ontario Performance Management System targets.

The Job Developer is required to perform his/her duties in a manner consistent with DHNS's Mission, Vision and Values, ensure safety, and demonstrate customer service excellence

Responsibilities:

- Market the services of the Employment Service Centre to employers, and community and agency partners
- Recruit employers to achieve the Employment Ontario Performance Management System (EOPMS) targets
- Assist employers to identify their human resources needs including job requirements, skills and competencies
- Effectively recruit relevant employers and positions that meet customers' skills, capabilities, interests and experience
- Assess employers workplace capacity to provide positive work experiences and workplace training in a safe, suitable environment
- Negotiate Employment and Training Incentives and other supports with employers, maintain proper records and monitor compliance
- Conduct exit interviews with employers to ascertain feedback on services provided, to determine future employment and on-the-job training opportunities
- Facilitate employers' use of the Resources and Information services
- Provide employers with information on the local labour force, employer services available post hiring and support for his/her human resource planning, recruitment and workplace training
- Develop and maintain a comprehensive employer database which includes eligibility, record of site visits, employer profile and all other relevant data
- Analyze and evaluate labour market information on a regular and consistent basis
- Liaise with Employment Advisor to monitor and support the placement of customers to facilitate successful employment outcomes and retention

- Address financial barriers to customer participation in employment and on-the-job training opportunities, by identifying and administering 'flow-through' Employment and Training Incentives
- Maintain client and employer files as required by MTCU, including case notes and action plans
- Develop and conduct workshops in collaboration with the Resource and Information Specialist

Qualifications:

- Post-secondary education in a marketing, business or human resources discipline. Relevant post-secondary education may be exempted by the employer if the applicant has three to four years' experience working in a marketing, business or human resources position
- Three to five years' experience working in a marketing, business or human resources position
- Demonstrated knowledge of employment and training resources and labour market information and systemic barriers to employment
- Experience working with unemployed, underemployed, homeless and marginally housed individuals, and knowledge of the challenges facing individuals with significant barriers to entering the labour market
- Strong interpersonal, employment coaching, negotiation, mediation, interviewing and presentation skills.
- Contacts in the business and labour communities an asset

To apply, please email your resume and cover letter as a single Word or pdf document to hr@dixonhall.org before **July 18, 2017 at 4 p.m.** quoting File #17-EC-06 in the email "Subject" line.

Internal Applicants please mark "internal" on envelope and/or put same in the subject line if applying by email.

Dixon Hall Neighbourhood Services is committed to developing an inclusive selection process and work environment. If contacted for an interview, please advise the hiring manager if you require any accommodation during the interview process. The hiring process is governed by Dixon Hall Neighbourhood Services Race Relations and Employment Equity Policies.