

Job Posting

Job Title:	Job Developer	Status:	Full-time, Contract
Department:	Employment Services	Union:	Included (CUPE Local 2497)
Start Salary:	Level 3; \$25.62/hr (start rate) \$26.52/hr (job rate)	File No.:	#20-ES-02
Posting Date:	September 11, 2020	Posting Close:	October 6, 2020 (4:30 p.m.)

Dixon Hall Neighbourhood Services is multi-service agency located in the heart of east downtown Toronto. For 90 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 Employment Services Centre Director, 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.

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 his/her 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.
- 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
- Develop a pool of mentors and coaches and match to identified customers who would benefit from informal support during and after the work placement. Support the development of on-the-job training plans and monitor placements to facilitate success and retention.
- 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.
- Input and maintain an electronic list of employers with relevant and current employment opportunities.
- Maintain client and employer files as required by MTCU, including case notes and action plans.
- Work collaboratively with the Employment Centre staff to organize job and career fairs. Develop and conduct workshops in collaboration with the Resource and Information Specialist.

Qualifications:

- Post-secondary education in a marketing and business.
- Five or more years' of experience working as Job Developer and/or in a marketing, business.
- 3 or more years of experience delivering trainings and mentoring clients in job development, job search, interview and other related job search skills.
- Proven experience working and recruiting employers and positions supporting the client base.
- Must demonstrate contacts in the business and labour communities.
- Demonstrated knowledge of job development techniques, sales presentations and sales closing techniques, customer matching and marketing techniques. Sound knowledge of job development techniques, sales presentations and sales closing techniques, customer matching and marketing techniques.
- Proven 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.
- Contacts in the business and labour communities an asset.
- Strong interpersonal, employment coaching, negotiation, mediation, interviewing and presentation skills.
- Strong verbal and written English language communication skills; fluency in additional languages; fluency in additional languages, relevant to the communities of service, will be considered an asset.
- Qualified to work in Canada.

To apply, please email your resume and cover letter as a single Word or pdf document to hr@dixonhall.org by **October 6, 2020 at 4:30 p.m.** quoting File #20-ES-01 in the email "Subject" line.

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.