



Job Developer – Grand Forks

Job Description: The Job Developer supports participants in job search activities and promotes participants to employers to generate job leads and secure paid employment, unpaid work experiences, wage subsidies, volunteer positions and/ or on the job training. The job Developer will work with an outcomes-based model and will track and follow up on performance markers to ensure the success of the contract. This position guides participants through these services and activities using a holistic model with a focus on participants in the process of transitioning into the labour market.

Primary Responsibilities:

Job Development / Work Placement Monitoring:

- Work closely with participants to assist in reaching successful project outcomes
- Coach participants through employability skills issues that might arise in work experience
- Source job postings and employment opportunities relative to “local jobs”
- Obtain information relevant to program, labour market information and relevant training
- Monitor work experience placements through site visits, feedback interviews, evaluations, and participant follow-up
- Maintain participants’ confidentiality and documentation in accordance with privacy laws
- Assist participants to find training options that meet their needs
- Schedule on and off-site training sessions
- Monitor participant’s progress through completion of training sessions and follow up as per action plan
- Maintain good working knowledge of community resources/services
- Compile and keep current contact list of training providers/ training services
- Maintain ethics and professionalism with all participants, staff and community
- Work collaboratively and proactively with staff to maximize programs effectiveness
- Provide constructive feedback to management about program content and systems
- Abide by the policies of MCSCS as they exist or are developed
- Remain flexible and adapt to change
- Familiarize self with the scope and content of programs and services provided by MCSC

Employer Liaison:

- Provide participants with opportunity to connect to employers by coordinating employer panel and guest speaker sessions
- Coordinate on-site job fairs which include, but not limited to: contacting and scheduling employers, creating and distributing marketing materials, managing the event, following up with employers on recruitment/event successes
- Liaise with employers to source employment opportunities for participants and to secure information on recruitment and hiring practices
- Share labour market trends with team: business closures, business openings, major hires



Intake/Follow-up:

- Conduct intake assessment/referral interviews for all potential participants
- Refer non-accepted referrals back to case manager or other community resources
- Conduct follow up and track performance markers, attestation documents and schedule meetings with notary
- Complete notes for participant files and track participant's progress and report
- Conduct one-on-one sessions to review participant's progress

Marketing:

- Market and conduct information/orientation sessions and one-on-one interviews for all potential participants to meet program expectations
- Assist in marketing program to prospective participants, referral agencies and employers

One-on-One Employment Counselling/Coaching:

- Provide action-oriented, solution-focused counselling to address participant barriers
- Assess needs and address appropriate next-steps plan with facilitator and participant
- Assist participants in employment related issues
- Lead participants to self-awareness through interpretation of assessments
- Draw correlation between participant's transferable skills and labour market opportunities
- Assist in development of greater awareness of employability skills for changing workplace
- Maintain in-house files and statistics/report outcomes
- Conduct effective workshops/sessions that form basis of program activities
- Facilitate workshops in a manner conducive to client motivation

Qualifications:

- Career Development Practitioner Certification and proven experience in Job Development
- Demonstrated experience with Career Decision-Making and Job Search principles
- Job Development in both one-on-one and workshop environments
- Demonstrated experience in administering and interpreting a variety of assessments
- Good working knowledge of Labour Market Information
- High level of computer skills to include: MS Office Suite, internet research/troubleshooting
- Proven experience in delivering high quality customer service in high volume environment
- Effective advising, motivational and positive reinforcement skills
- Exceptional interpersonal skills
- Ability to work in an informal or classroom environment supporting participants

Submit Cover Letter and Resume to:

Diana Dufour-Zand – Manager of Employment Programs and Human Resources

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