



## Job Description

**Title:** Job Developer/ Project Assistant – Employment Program  
(Pending Funding)

**Job Overview:** The Job Developer/Project Assistant is responsible for providing front line services and one to one coaching to participants and for supporting program staff and facilitator in the activities of the program. This position also guides participants through services and activities using a holistic model with a focus on supporting participants in the process of transitioning into the labour market. This position reports to National Director of Employment Programs.

### Primary Responsibilities:

#### Coaching - Job Development / Work Placement Monitoring

- Work closely with participants to assist in reaching successful project outcomes.
- Coordinate and monitor field trips, host feedback interviews and evaluations, and participant follow-up.
- Coach participant through employability skills issues that may arise.
- Schedule on and off-site training sessions.
- Monitor participant progress as per their action plan.

#### One-on-One Employment Counselling/Coaching

- Provide action-oriented, solution-focused life skills counselling to address barriers and goals for (re)entry into the labour market: career/job transition.
- Assess needs and address appropriate next-steps plan with participant.
- Draw the correlation between the participant's transferable skills and labour market opportunities.
- Assist in development of greater awareness of employability skills in changing workplace.
- Maintain in-house case management files and statistics. Ensure accurate data collection and reporting progress and outcomes.
- Coach participants to successful career transition using effective tools/ techniques.

#### Community/ Employer Liaison

- Provide participants the opportunity to connect with employers by coordinating employer panel and guest speaker sessions.
- Liaise with employers to source employment opportunities for participants and to secure information on recruitment and hiring practices.
- Community Engagement including working with Reserves and Indigenous Agencies, Peoples, Elders and Community.



### **Marketing/Coordinator**

- Market and conduct information/orientation sessions and one-on-one interviews for all potential participants to meet program expectations.
- Distribute information packages/intake forms on request.
- Assist in marketing program to prospective participants, referral agencies and employers and answer enquiries related to the programs/services.
- Maintain professionalism in delivery of service and in dealing with all participants of MCSCS, staff and community.

### **Intake/Follow-up**

- Support intake assessment/referral interviews for all potential participants.
- In consultation with the participant select appropriate program activities, enroll and complete intake forms Refer non-accepted referrals back to the case manager/community resources.
- Conduct follow up including one-on-one sessions to review participants progress and offer additional support as needed.
- Complete notes for participant files and track participant progress.
- Create and maintain participant and program files ensuring confidentiality.

<b>Qualifications:</b>
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- Good working knowledge of Labour Market Information.
- Outdoors Orientation and Safe Keeping
- Proficient in the use of MS-Office Suite, internet research, and email.
- A commitment to providing high-quality professional and caring service.
- Strong interpersonal skills to deal with people from diverse backgrounds and at various levels of organizations.
- Excellent communication skills (both written & verbal) and above average English grammar skills.
- Exhibit excellent judgment, and demonstrates problem solving, consultative, persuasive and conflict resolution skills.
- Flexibility to deal with shifting priorities in a fast-paced environment.
- Effective advising, motivational and positive reinforcement skills.
- May need a valid driver's license and a reliable vehicle
- May need to undertake a Criminal Record Check

### **Submit cover letter and resume to:**

Diana Dufour-Zand  
Manager of Employment Programs and Human Resources  
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