



Support, every step of the way

EXTERNAL JOB POSTING

Job Title: Job Developer
Program: Wesley Employment Services
Posting Date: February 12, 2018
Status: Full-time; temporary, union

Job Posting #: 916
Effective Date: March 26, 2018
Posting Closing: February 26, 2018 @4PM

Note: This is a one year position to cover a maternity leave.

Purpose: The Job Developer of Wesley Employment Services will oversee the program components of Employment Services, with a lens of integration and continuous improvement of services.

Duties

1. Provide job search support to clients; job matching; job placement and incentives; job training; and job retention (JPMI) components of the Employment Ontario (EO) Employment Services
2. Provide clients with a comfortable, courteous, and welcoming service experience in a helpful, highly knowledgeable, non-judgmental and professional manner.
3. Work closely with Team Lead to ensure financial decisions are in-line with guidelines and that all procedures are adhered to
4. Participate in the promotion and marketing of the WES programs to strengthen community support
5. Advocating on behalf of clients to decrease barriers and make meaningful employment connections which are supported through Job Development
6. Conduct onsite monthly monitor visits with employers
7. Develop strong business relationships with a broad range of employers from a variety of industries by providing valuable information and value-added employment services free-of-charge through WES.
8. Maintain files with up-to-date case notes and ensure that all mandatory MTCU and WES forms and documents are fully completed in a timely manner and that files are securely stored in accordance with the 'clean desk' policy and under government confidentiality guidelines at all times.
9. Enter all up-to-date data into the EOIS CaMS database in a timely manner.
10. Work collaboratively as a part of a larger team, within program and agency to look for internal referrals and ensuring that clients are being connected appropriately.
11. Attend team meetings regularly and other meetings as required.
12. Be pro-active and creative in developing and improving service delivery techniques.
13. Achieve monthly statistical targets as specified in the current WES Business Plan
14. Demonstrate appropriate boundaries and safety procedures between clients and staff
15. Other duties as assigned.

Qualifications:

1. Two years' experience working in a social service environment or HR employee recruitment environment.
2. Diploma or degree in a related discipline
3. Proven track record of successfully working in a target driven environment
4. Previous Job Development or appropriately similar sales experience
5. Demonstrated knowledge of career development and job search strategies applicable to serving individuals from targeted vulnerable populations that face multiple barriers to employment in their search for sustainable employment, further education, and job training opportunities.
6. Knowledge of the following employment components and ability to provide appropriate assistance to clients using this knowledge is required:
 - a. Employment Standards Act; Ontario Human Rights Code; Client Needs Assessments; Employability Dimensions;
 - b. Ability to identify transferable client skills; knowledge of work search strategies; Resume and effective Cover Letter writing, thank you letters; Using portfolios or other visual work samples; Interview skills; Networking; References, etc.
 - c. Knowledge of professions and other occupational job requirements
 - d. Knowledge of Apprenticeship Training programs
7. An understanding of the challenges of job placements involving individuals from targeted vulnerable populations with multiple barriers to employment often involving highly challenging issues such as the following typical examples:
 - a. Previous Job Retention issues
 - b. Drug and/or alcohol abuse
 - c. Criminal record
 - d. Anger management issues
 - e. Lack of understanding of employer expectations
 - f. Low motivation level
 - g. Mental disabilities such as a learning disability, autism, anxiety disorder, depression; Schizophrenia; and many others etc.
8. Knowledge of Employment Ontario programs and MTCU expectations.
9. Advanced computer skills with Microsoft Office software applications. Experience working with databases preferred. Knowledge and experience with the EOIS – CaMS database would be an asset.
10. Experience working with a diverse client population with an understanding of the challenges facing individuals looking for work in the Hamilton area.
11. Ability to work independently and within a team.
12. First Aid and CPR, and Non-violent Crisis intervention is required.
13. Ability to meet the local travel requirements of the position.
14. Excellent oral and written communication/interpersonal skills.
15. Fluency in other languages an asset.
16. Strong organizational and time management skills.
17. Able to meet deadlines in a fast paced environment.
18. Flexibility to meet varying hours of work involving working some evenings and Saturdays is required.
19. Driver's license with access to a vehicle

Competencies

Customer Service

1. Builds constructive relationships characterized by a high level of acceptance, cooperation and mutual respect
2. Helps to create and contributes to a work environment that embraces and appreciates diversity
3. Values and respects the internal and external customers to the organization

Accountability

1. Takes personal responsibility for the quality and timeliness of their work, and team work
2. Believes, respects and adheres to the vision, mission and values of Wesley Urban Ministries

Commitment

1. Demonstrates an understanding of Wesley Urban Ministries Mission, Vision and Values through service delivery approach
2. Acts with integrity
3. Demonstrates a knowledge of the code of ethics of working in social services
4. Adapts to changing program requirements, conditions and work responsibilities

Please send a cover letter and resume to: hr@wesley.ca

Wesley Urban Ministries is an equal opportunity employer. We encourage applications from all qualified applicants. Only candidates selected for an interview will be contacted. No phone calls please. More information about Wesley can be found on our website at www.wesley.ca. Job applicants requiring accommodation to participate in the hiring process should contact the Human Resources Department at hr@wesley.ca