

JOB DESCRIPTION

JOB DEVELOPER

Head Office:
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JOB DEVELOPER

Reporting to Director

The Job Developer contributes to the delivery of Employment Ontario Integrated Employment Services (IES) by actively sourcing job opportunities, developing employer partnerships, and ensuring effective alignment between employer needs and client profiles. This includes preparing clients for employment opportunities, facilitating referrals, and supporting placements that reflect both client strengths and employer expectations. Working within program guidelines established by the Ministry of Labour, Immigration, Training and Skills Development (MLITSD), the role also supports service planning, documentation, and outcome tracking to meet contractual requirements and performance targets. The position requires the ability to work with diverse populations, collaborate with internal teams, manage multiple client-employer matches, and maintain accurate, timely records throughout the employment service cycle.

Key Responsibilities

Client Service Delivery

- Deliver culturally responsive employment services, including EO-compliant intake, assessment, and suitability determination
- Develop and maintain strong relationships with employers to identify job opportunities aligned with client skills and labour market demand
- Advocate on behalf of clients facing barriers to employment and the benefits of inclusive hiring practices
- Provide job search support, including résumé development, interview preparation, and workplace readiness
- Develop, implement, and regularly update Individual Employment Action Plans (EAPs) in accordance with EO IES guidelines
- Match clients to appropriate employment opportunities based on skills, experience, and career goals
- Provide ongoing support to both clients and employers to ensure job retention and successful placements

Case Management, Documentation & Compliance

- Maintain an active caseload with full responsibility for accurate, complete, and timely case file documentation
- Enter and manage all client activity, outcomes, and service milestones within EO-mandated data systems and internal tracking tools
- Ensure documentation meets audit, monitoring, and quality assurance standards at all times
- Monitor client progress, service timelines, and performance indicators, adjusting interventions as required
- Understand and adhere to EO policies, procedures, privacy legislation, and confidentiality requirements

Community & Team Engagement

- Develop and maintain professional relationships with employers, community partners, and service providers
- Collaborate with internal teams to align employment plans with job development activities

- Participate in community outreach, itinerant service delivery, and program promotion in identified communities
- Attend team, program, and community-related meetings and events as required (occasional evenings/weekends)
- Contribute positively and professionally as an accountable, collaborative, and respectful team member
- Complete other duties as assigned to support program delivery and organizational objectives

Skills and Qualifications

- Post-secondary education in Social Services, Career Development, Business, Human Resources, or a related field, or an equivalent combination of education and experience
- Demonstrated experience delivering Employment Ontario or similar funded employment services
- Proven ability to support individuals facing multiple and complex barriers to employment
- Proven ability to build and sustain employer partnerships and generate job leads
- Effective sales, marketing, and negotiation abilities
- Strong case management skills, with the ability to manage detailed documentation and meet strict reporting requirements
- High level of comfort with data entry, database systems, digital tools, and outcome tracking
- Strong knowledge of labour market trends, job search strategies, and local community resources
- Excellent communication, interpersonal, and professional judgment skills
- Solid understanding of privacy legislation, confidentiality, and ethical practice standards
- Ability to meet performance targets in a structured, outcome-driven environment
- Valid driver's license and reliable transportation; travel throughout Leeds Grenville may be required
- Clear criminal record and vulnerable sector check