

# **JOB DESCRIPTION**

## ***JOB DEVELOPER***

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## **JOB DEVELOPER**

Reporting to Director

*Summary: The role of Job Developer is to promote and develop employment opportunities for job seekers. Establish relationships with employers to identify job placement and career opportunities. Match skills of clients with the needs of employers.*

### **RESPONSIBILITIES:**

#### **Job Developer:**

- Develop strong business relationships and partnerships with employers and community agencies
- Market the agency and clients to employers; develop and implement successful marketing and job placement strategies
- Help employers determine needs through a need's analysis; assist with job descriptions, pre-employment assessments, recruitment, and selection activities
- Develop employer awareness of client group including the promotion of inclusive hiring practices
- Engage directly with employers and clients to set up and monitor placements and assist with job retention activities including training and other interventions
- Ensure appropriate clients are placed with employers and specific training is available
- Consult/advise around reasonable accommodation where required
- Advocate and facilitate resolution where concerns arise for employer and client/employee
- Provide mentoring and coaching support during and after the placement
- Maintain regular and timely communication with employers, clients, and related agencies
- Administer financial incentives and manage employment and training incentives and supports
- Maintain client and employer database
- Maintain client records, monitor, evaluate and report client progress
- Through research and development remain current with related issues and topics i.e. Labour Market & Trends Information, job search strategies, occupational skills requirements, training and educational institutes etc.
- Remain current with services available in the community and government programs; assist employers and clients to access these programs and services
- Attend community events and participate in working groups, committees, etc. within Leeds Grenville
- Work cooperatively with coworkers and attend team meetings
- Promote all CSE Consulting services to clients and employers in our communities
- Respect and follow CSE Consulting Policies and Procedures

#### **Requirements:**

- Post-secondary education, or combination of related education and work experience (minimum of two years), in Job Development, Employment Counseling, or a related field
- Experience providing support to individuals facing employment challenges
- Demonstrated experience in job development, job maintenance and follow-up
- Demonstrated ability to network and build strong relationships with business and community groups
- Knowledge of the local labour market, various careers and occupations and their job requirements

- Strong case management, data entry and report writing skills, including use of Microsoft Office applications
- Current knowledge of community and government resources available to clients & employers
- Project management and group workshop delivery experience
- Ability to adhere to guidelines set out in government funded programs and achieve targets
- Adhere to the Canadian Standards Guidelines for Career Development Practitioners
- Understanding of relevant legislation such as the Ontario Human Rights Code, Employment Standards Act and Canadian Centre for Occupational Health & Safety
- Knowledge of Employment Ontario Programming & EOIS CaMS
- Demonstrate continual personal development through occupational related studies
- Possession of a valid driver's licence and reliable transportation; travel throughout Leeds Grenville is required
- Clean police and vulnerable sector record check

**Skills:**

- Self-directed and results-oriented
- Demonstrates a high degree of confidentiality and respect towards others
- Excellent interpersonal and communication skills
- Possess a friendly, outgoing and professional manner
- Proficient in a variety of computer software programs including: excel, word, databases, email and internet applications
- Valid driving license and access to a vehicle