

## **PROGRESSIVE INTERCULTURAL COMMUNITY SERVICES SOCIETY (PICS)**

**Job Opening:**                **Job Developer**

**Project:**                    **Employment Programs**

**Hours of Work:**        **35 hours per week. (6 months' term position with possibility of extension.)**

**Start date:**                **ASAP**

**Location:**                **PICS Head Office in Surrey**

**Job Summary:** Job developer is responsible for providing job development and placement assistance to job seekers by creating partnerships with professionals / employers / businesses to allow for regular and ongoing placement of clients. The overall goal is for long term attachment of qualified participants as quickly as possible to the labour market. This includes working with case managers and program staff to find the ideal match between participants' needs, abilities, action plan goals and the employer's desired list of qualifications. This position requires strong marketing and relationship building skills along with a solid knowledge of job development strategies. The Job developer is service centered, culturally competent and adaptable to working in a variety of settings with a diverse employer and client base.

**Qualifications:** Certified Career Development Practitioner (CCDP) designation or Job Developer Certification is required and University Degree is preferred; 4-5 years of proven experience in job search facilitation, job mentoring, job development and work placement, preferably in a multicultural setting working with immigrants is required or a suitable combination of education, training, experience and certification. Established relationships/connections with various businesses in the community are required. Fluency in English (written, spoken) is mandatory and fluency in a second language is desirable. Valid Driver's license with business use insurance and access to suitable vehicle is required.

### **Key Duties and Responsibilities:**

- Contact employers in the target market by making presentations to groups, meeting with employers one-on-one, and conducting direct-mail marketing campaigns.
- Market services to employers and community groups to increase awareness and benefits of hiring this client group.
- Provide information to employers regarding job seekers and services offered through Employment Programs.
- Develop participant profiles in collaboration with Case Managers to effectively promote specific participants to employers.
- Liaise with employers to negotiate employment terms, address any issues with placements and follow up regularly.
- Review business sections of local newspapers and other media to scout for new employers.
- Provide pre-employment and employment maintenance support (job coaching) to assist with integration of participants into the workplace and employment retention.
- Provide accurate and timely feedback to case managers for updating clients' progress in the ICM.
- Collaborate with participants and Case Managers regarding the participant's unique needs and interests while searching for potential employers.
- Provide job leads to participants corresponding to their individual skills and abilities and assisting participants with preparation for and debriefing of interviews.
- Research community resources and provide information to clients.

- Assist clients in preparing / typing their resumes and cover letters; coach clients to develop their interviewing skills; assist clients in networking with employers.
- Help clients in setting up informational interviews and job interviews.
- Contact suitable employers, business entities, professional associations, Boards of Trade and Chambers of Commerce for the job development and job placement.
- Participate in the marketing and promotional activities individually and as conducted jointly by staff; distribute flyers to employers, community agencies, organizations and ESCs to promote the program.
- Liaise with local communities for the service region of Surrey, Delta, Langley, White Rock, South Vancouver and Richmond.
- Compile and prepare program statistics and monthly participation and follow up report.
- Participate in organizing the Annual PICS Mega Job Fair and monthly Job Fairs.
- Travel as needed within the service area for delivering job placement service; work outside of normal working hours, if needed.
- Occasionally expected to help out with case management and counseling of clients at WorkBC ESC locations in Surrey and Delta.
- Perform other related duties as assigned from time to time.

#### **Basic Requirements:**

Knowledge of:

- Job placement and /or recruiting experience
- Marketing and promotional techniques
- Local and regional labour market and economic conditions
- Government and community service providers
- Knowledge / awareness of WorkBC program and ICM

As well as:

- Standard First Aid
- Advanced computer skills and ability to trouble shoot problems with equipment and technology
- Good interpersonal and communication skills
- Criminal Records Check

**Employer:** Progressive Intercultural Community Services Society (PICS)

**Closing Date:** 12:00 noon on Wednesday, April 13, 2016

**How to Apply:** Please submit a resume and cover letter to PICS HR Department at [Ikagarjot.Singh@pics.bc.ca](mailto:Ikagarjot.Singh@pics.bc.ca).

(PICS is an equal opportunity employer. We thank all who apply, but only applicants selected for an interview will be contacted. No phone calls please.)