

POSTING



JOB DEVELOPER

Temporary Full Time (35 hrs per week) for three months

Whalley WorkBC Employment Services Centre

The Job Developer supports clients in job search activities and promotes clients to employers to generate job leads and secure paid employment, unpaid work experiences, volunteer positions and/ or on the job training.

KEY DUTIES AND RESPONSIBILITIES

- Create employment opportunities including informational interviews, job shadowing, volunteering and training on the job.
- Contact and network with employers to build relationships and generate appropriate leads.
- Develop specific client marketing plan that includes job target, employer targets and marketing strategies.
- Marketing clients to employers for job opportunities.
- Visit employer work sites for monitoring and creating placement opportunities.
- Provide on the job coaching as needed to assist client with job retention.
- Document and maintain up to date notes in ICM re: client interaction/interventions.
- Attend trade shows and other business/networking events to build employer relationships.
- Maintain frequent communication with Case Manager to best support client success and understand client needs and employment goals.
- Complete monthly administrative reports and tasks.
- Adheres to the policies and standards as established in policy and program manuals, Health & Safety Guidelines, job descriptions, written memos, and verbal agreements.
- Achieve outcome targets for paid/unpaid job placements and report to Supervisor.

QUALIFICATIONS

Education, Training, and Experience

- Business Administration of Marketing Degree/Diploma or a combination of relevant training and experience.
- 1-2 years of job development/job placement experience preferred.
- Strong links to the business community with knowledge of the local labour market.
- Valid BC driver's license and access to a reliable vehicle.
- Must be able to work flexible hours including some evenings and weekends.
- Working knowledge of ICM or other client data base is an asset.

NOTE: Applicants not selected for an interview will not necessarily be notified.

Options Community Services Society is an equal opportunity employer committed to hiring a diverse workforce.

Posted: 07/20/2017

OCS Posting #:A20950

Job Skills and Abilities:

- Excellent computer skills
- Must be sensitive to and respectful of cultural and lifestyle diversity
- Strong administrative skills with well developed report writing skills
- Good verbal and written communication skills
- Able to manage time and multi task
- Goal oriented and able to work with short but realistic deadlines
- Conscientious about client confidentiality
- Crisis Line experience is an asset.

* An eligibility list will be maintained for up to 6 months

CLOSING DATE: July 27, 2017

EXPECTED START DATE: August 8, 2017

PLEASE APPLY TO:

Mahrukh Khuram, Assistant Manager
Options Community Services Society

#160 - 10362 King George Blvd.
Surrey, BC V3T 2W5

Fax #: 604-469-0551
Email: mahrukhk@options.bc.ca

Please include a cover letter clearly indicating the posting number A20950 and outlining your qualifications and related experience for the position.