

LANGLEY COMMUNITY SERVICES – JOB POSTING SES 2022-07

Job Title:	Job Developer
Department:	Settlement and Employment Services
Start Date:	ASAP
Salary:	Hourly rate (\$28.39-33.06) – depending on qualifications and experience
Hours:	Full-time – 35 hours per week

Job Summary:

Work Placement Facilitator is responsible for providing job development / placement assistance to youth clients through job search assistance; counselling; coaching and placement services to program clients. The overall goal is for long-term attachment of qualified participants as quickly as possible to the Labour market. This includes working with 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.

Key Duties and Responsibilities:

- Job sourcing and linking youth with employers to market the client and their abilities to find employment in the area identified.
- Submitting job applications and developing a network of employers, through cold calling, sales and marketing of the clients work skills and Employ-Ability.
- Carrying out mock interviews and carrying out research on companies to adequately prepare client for interviews
- Compile and maintain current Labour market and career information and relevant resources; develop excellent understanding of employer needs as well as of corporate culture and employment-related diversity issues and opportunities
- Develop and maintain a network of resources and employer/industry contacts in support of job development activities
- Supporting clients in employment – Supporting both parties with negotiating terms and conditions of employment, identifying support needs for the workplace, identifying reasonable accommodation required, accessing grants, schemes and assistive technologies, training and mentoring, and supporting the employer with raising awareness of abilities of people with disabilities in the workplace
- Create marketing materials such as brochures, posters, public service announcements

- Conduct the formal needs assessment at the commencement of case management.
- Develop action plans collaboratively with clients and support them in their implementation.
- Determine financial need and arrange program financial supports
- Negotiate and develop intervention agreements (training, self-employment, wage subsidy, etc.)
- Refer clients to external agencies as needed and track these connections as appropriate
- Monitor attendance and progress in program activities and interventions
- Maintain client files and records according to Society or program accreditation standards
- Adhere to security procedures to ensure the safety of clients and staff
- Collaborate with all program staff to ensure seamless delivery
- Follow-up on any outstanding inquiries generated during workshops
- Maintain client files and records according to Society or program accreditation standards
- Preparation of reports and compile program statistics
- Applying for new and on-going proposals
- Attend and / or organize employment program events
- Participate as a positive and cooperative team member, attend meetings and participate in Society committees and events as required and /or directed
- Attend external meetings, workshops or conferences related to employment and immigrant issues for networking, marketing, advocacy and/or professional development purposes

Qualifications, Experiences and Abilities:

- Post-Secondary degree Child/youth related field (e.g. Child and Youth, Social Service Worker, Social Worker, Psychology, Sociology) or the equivalent combination of education and experience working with youth.
- Minimum of two years' experience in Recruitment OR Direct Sales (especially Business-to-Business)
- Strong sales and PR skills, excellent verbal and written communication, ability to do cold calling, plus presentation, computer and leadership skills
- Experience in providing mentorship
- Experience in facilitating Job finding Clubs for a diverse and/or ESL target group
- Experience in Youth Education and Employment programs – curriculum development, assessment and screening skills
- Knowledge of immigrant communities and settlement issues
- Experience in community based non-profit organizations
- Knowledge of the job market and the Employment Standards Act
- Knowledge of career resources, training programs, professional/trade associations

- Excellent abilities in program promotion, client recruitment and job placement
- Exceptional relationship building skills, excellent communication, interpersonal, and organization skills
- Assessment, intake, and case management skills
- Motivated, has a strong work ethic, empathetic, and must be able to work with a team
- Demonstrated client focused counselling skills and role modelling.
- Will possess a broad knowledge of community resources and the ability to strongly advocate for clients and professional referrals.
- Current First Aid/CPR certification, current vulnerable sector screening (criminal background check), car and valid driver's license with a clean driver's abstract.
- Cross-cultural competency

Reporting relationships

- The Job Developer reports to the Employment Manager.

Additional Information:

- This is a union position.
- This position is open to all qualified applicants.
- Proof of COVID 19 double vaccination
- This position may require working outside office hours.
- Criminal Record Check is required.

TO APPLY:

Please reply with Cover Letter and Resume, quoting Posting Number **SIS 2022-07** to:

Langley Community Services Society
Attention: Mary Tecson, Program Manager, Employment Services
#100 6470 201 St, Langley, BC V2Y 2X4
Email: mtecson@lcss.ca

Please note that only persons selected for an interview will be contacted