



Internal/External Employment Opportunity

Job Developer

WorkBC Programs

Location: WorkBC Vancouver Northeast

POSITION: Job Developer- Specialized

DEPARTMENT: Employment, Language, & Social Enterprise Services

POSITION FUNCTION:

Job Developers are responsible for building lasting relationships with local employers and creating work experience opportunities that lead to long-term sustainable employment opportunities for clients. The Specialized Job Developer works collaboratively with the WorkBC Client Services Team to support multi-barriered clients towards successful job attachment outcome.

KEY RESPONSIBILITIES:

- Work collaboratively with WorkBC staff and multi-barriered clients to target job opportunities that meet the clients' identified employment goals.
- Understand WorkBC program service policies and contractual obligations and understand the role a job developer plays in achieving these goals (i.e., key performance measures and contractual outcomes).
- Develop business and employer relationships; promote and improve wage subsidy placements and job development services for clients.
- Provide job leads for clients, determine employment requirements, and assess client qualifications and suitability, ensuring quality job matching.
- One-to-one support for clients by providing job search coaching, motivation, mock interview, and other feedback to successfully attain employment
- Liaise with employers to negotiate employment terms, monitor placements, follow up regularly and address any issues to promote placement success and employment retention.
- Maintain and update the WorkBC and MOSAIC databases, including the current catalogue of employment opportunities and employers.
- Work collaboratively with Employment Counsellors and Employment Skills Facilitators to understanding clients' needs and occupational goals and implement strategies to secure employment.
- Maintain and monitor client progress to successful job attachment outcome by building a strong rapport with clients and employers.
- Assist clients and employers in completing wage subsidy applications.
- Document the clients' progress in achieving the goals outlined in their work experience plan and pro-actively address issues to ensure successful long-term job sustainability.
- Maintain an excellent working knowledge of local employment opportunities via cold calling, attending networking events, and engaging with local boards of trade, etc.
- Coordinate employer engagement events, such as job fairs, industry presentations, work site visits, etc.

- Curate job postings and communicate opportunities to the Client Services Team and clients (e.g. via e-mail, job boards, etc.)
- Provide on-site job coaching to clients as needed.

MINIMUM QUALIFICATIONS:

- Post-secondary degree, certificate or diploma in career or employment development, social work, adult learning, human resources management, psychology, or counselling or a combination of coursework and 2 or more years of experience in:
 - Working with individuals with complex barriers and a broad range of cultural backgrounds including people referenced as members of the Client Inclusion Groups identified by the Ministry (Indigenous People, Francophones, Immigrants, Persons with a Disability, Multi-Barriered, Survivors of Violence and/or Abuse, Youth (including Youth at-Risk) and/or,
 - Working in Marketing, Sales or Human Resources roles
- Sound knowledge of the Employment Insurance Act, BC Employment and Assistance Program, and WorkBC Employment Program policies
- A current and satisfactory criminal record check is required.

DESIRED SKILLS AND QUALIFICATIONS:

- Valid Driver's License and access to a reliable vehicle; travel is required.
- Knowledge and experience working with individuals with barriers to employment.
- Excellent interpersonal, verbal, and written communication skills.
- Solid understanding of current job search techniques and practices, employment barriers including employment maintenance issues, and assessing client needs and employer/labour market requirements.
- Experience providing customer service and resolving issues both in person and in a virtual service delivery environment.
- Experience building partnerships with community agencies, employers, and other stakeholders.
- Experience conducting and interpreting client needs assessments.
- Experience coaching and mentoring clients.
- Ability to work co-operatively in a team environment.
- Strong organizational and time-management skills.
- Proficiency in Microsoft Windows and Microsoft Office software such as Word, Excel, Access, Outlook, Teams, and the Integrated Case Management system (ICM) is required.
- Tactful, discreet, diplomatic, patient, and flexible, with cultural sensitivity and excellent decision-making skills.
- Critical thinking skills: the ability to process and organize facts, data, and other information to define a problem and develop effective solutions.

BONUS SKILLS/CERTIFICATIONS:

- Career Development Practitioner certified will be considered an asset
- Proficiency in a second language will be considered an asset

HOURS: Full time position (35 hours per week)

STARTING PAY: Annual salary based on experience and qualifications

A competitive benefits package is provided with contracts of at least 1 year in length and which offer a minimum of 17.5 hours of work per week.

HOW TO APPLY:

Please apply via email. In the subject line of your email, please type:

“Your Name – Job Developer, Specialized, WorkBC Vancouver Northeast”

Please submit a cover letter and resume in PDF/Word format.

Address your cover letter to:

Hiring Team – Employment Programs

5575 Boundary Road

Vancouver, BC V5R 2P9

Email both the cover letter and resume to employmentprograms@mosaicbc.org

DEADLINE: Ongoing until filled

NOTES: Only those selected for an interview will be contacted. Before applying, you must be legally permitted to work in Canada through citizenship or permanent resident status. If you have a work permit, please ensure that it allows you to work for the duration of this position.

POSTING DATE: July 08th, 2022



MOSAIC is committed to promoting equal employment opportunities for all members of the community