



JOB DEVELOPER
Job Posting – One Year Contract
(Internal and External Posting)

Position Title: Job Developer

Primary Function: To outreach to the employer community and generate employment opportunities in the competitive labour market for youth between the ages of 16 and 29 participating in the Youth Job Connection program.

Areas of Responsibility:

- Develop and fill 10-12 YJC placement opportunities per month
- Maintain a 75% success rate, that is, 75% of clients placed through YJC must remain employed by the employer three months after exit date
- Identify good sources and prospect for job leads
- Liaise with counselling staff to identify client interest and profile, and focus job development process accordingly
- Establish a network of contacts and maintain an employer database of employers and job leads in order to find suitable placement and employment opportunities for job seekers
- Develop and implement a marketing plan to identify opportunities in the “hidden job market” before employers start their recruitment process. i.e. job posting
- Promote services and candidates to employer community
- Influence positively employer decisions in hiring Tropicana Employment candidates
- Determine employer needs and clarify job requirements
- Screen resumes and liaise with counselling staff to identify appropriate candidates
- Assess employers’ eligibility to participate in the program and workplace capacity to provide a positive work experience and workplace training
- Refer appropriate candidates to employers
- Match candidates with job requirements in conjunction with counselling staff
- Follow-up on referrals made to employers and close on employer’s choice of candidate
- Negotiate placement duration and subsidy level with employers
- Develop a network of mentors to provide mentoring support for participants during and after placement
- Evaluate work sites to ensure safety standards and appropriate training conditions
- Provide employers with administrative documents and communicate procedures

- Prepare contracts and training agreements, training plans and arrange for employer signatures
- Provide counselling staff with updates and feedback about client activities and status
- Maintain accurate case documentation in internal systems (e.g. CaMs-EOIS) and monitor placements, including follow-ups, surveys and outcome and provide statistical information as requested
- Make presentations to individual employers and business groups
- Evaluate results, record weekly activity and submit a report to Manager, Programs and Services
- Adhere to the policies and procedures of Tropicana Community Services Organization as outlined in the policy manual
- Represent the organization in a professional manner at all times

Health & Safety

Proactively supports the health and safety of the organization.

- Follows all Health & Safety rules and regulations as prescribed by the Act.

Other Duties

Proactively contributes to the organization.

- Initiates or assists with other projects as required.

Reporting Relationships:

Reports to: Coordinator, Youth Job Programs

Skills & Qualifications:

- Proven sales record
- Excellent negotiation skills
- Knowledge of current labour market trends
- Exceptional presentation skills
- Excellent written communication skills
- Excellent organizational and time management skills
- Self-directed and results-oriented (ability to set priorities and remain focused on results)
- Ability to work well in a team setting (share ideas, provide support for team members and contribute to a positive team environment)
- Ability to work in a multicultural/multiracial environment
- Experience working with young adults an asset
- Work experience in marketing, sales and promotions
- Marketing and/or BTR training
- Computer literacy (knowledge of Microsoft applications and Internet)
- Post secondary education an asset

Service Recipients:

- Youth 15-29

External Contacts:

- Employers interested in recruiting employees and participating in the skill development of young people

Working Conditions:

- Location Tropicana Employment Centre
- Environment On the road
- Mobility Travel required; car essential
- Hours: 9:00 a.m. – 5:00 p.m. generally; will vary according to employer's needs
- Extended Hours Occasionally
- Dress Code Professional business attire

Reports to: Coordinator Youth Job Programs

Email: bmangwende@tropicanaemployment.ca

Application deadline: **October 19, 2018**

We thank all candidates for the interest shown, however, only those selected for an interview will be contacted. **No telephone calls please.**

Criminal reference check is required.

Tropicana Community Services offers accommodation for applicants with disabilities in our recruitment processes. If you are contacted, please advise if you require accommodation.