

Position Description – Job Developer (WorkConnect)

Position Description

Position title	Job Developer
Location	Calgary, AB
Reports to	Team Lead
Direct reports	N/A
External Stakeholders	Contract and Procurement Specialist with the ministry of Seniors, Community and Social Services
Travel requirements	Within Calgary to employer sites and job fairs etc.

Position purpose

The Job Developer (JD) works with a wide variety of local employers on behalf of clients to place them in employment opportunities. The JD provides employers with information, specifically, the advantages of hiring clients from the employment service. After successfully matching a client with an employer, the JD is available for retention support for both the employer and the client. The JD liaises with employers and Career Advisors to provide employment opportunities for clients. Being a JD involves developing a positive relationship with the clients; encouraging, motivating, and supporting them to achieve and retain employment.

Success measures

Customer/ Stakeholder Satisfaction	<ul style="list-style-type: none"> Provide superior client-centred services that lead to successful outcomes for clients (70% client placement) and employers in a timely and efficient manner. Prospect and maintain new employer relationships to help meet expected outcomes and increase employer base (Minimum 10 new employer meetings per month)
Operational Performance	<ul style="list-style-type: none"> Develop and write employment related documents such as employer assessments and monthly labour market trends monthly Maintain the employer database accurately and in a timely manner daily
Program Outcomes	<ul style="list-style-type: none"> Meet goals associated 90-day follow-ups (70% of clients successfully employed at 90 days)

Core Responsibilities:

Client Service & Employer Engagement	<ul style="list-style-type: none"> Actively solicit opportunities for a variety of clients for part-time or full-time employment, including informational interviews and job interviews Prospect for and generate new employer leads for clients Conduct needs analysis assessments with employers Work one on one with clients to keep them on track in their job search Coach, guide, and support clients as they prepare for informational interviews and networking events
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	<ul style="list-style-type: none"> • Perform one on one interview practice and resume reviews with clients • Provide employers with employee attraction and retention tools • Liaise with team to determine client fit for specific open positions • Facilitate interviews and meetings between clients and potential employers • Conduct initial employer on-site visits to ensure the best working conditions for future employees • Provide on-the-job coaching as required • Respond to and support situations that are considered an employment crisis • Update employer database with information and client hires • Stay attuned to local community employment events and market employment services • Attend local job fairs and other employer related networking opportunities
<p><i>Other duties as required, including going beyond the job description whenever necessary</i></p>	

Capabilities and experience

Essential Requirements:

- Post-secondary certificate, degree, or diploma in a relevant field (e.g., career or employment development, vocational rehabilitation, social work, etc.) or related experience
- Two (2) or more years’ experience in job development or employment counselling experience or a related field
- Experience working with Persons with Disabilities and/or high barrier clients.
- Experience marketing clients of all skill, experience, and education levels, and explaining the benefits of each to employers in a variety of employment sectors
- Experience in assessing the needs of an employer and a client and making an effective match
- Successful track record helping clients overcome challenges to employment
- Knowledge of the local labour market, government programs, job search techniques, career development and issues relating to unemployment
- Strong digital literacy including social media and Microsoft Office Suite
- Solid understanding of confidentiality and other professional codes of conduct
- Employment conditional on obtaining a criminal record check
- Ability to drive to employer sites in Calgary and surrounding communities, access to a vehicle and a clean driver’s abstract

Preferred Criteria:

- Career Development Practitioner (CCDP) certification an asset

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WCG is strengthened by diversity. We are committed to achieving a workplace that is equitable and representative of Canada's diverse population. We actively work to attract, develop, and retain employees from diverse and equity-deserving backgrounds who have exceptional ability and the desire to make a difference. We continuously strive to support individual needs and differences in a work environment that is built on inclusivity and respect for everyone.

WCG is committed to providing an accessible, barrier free recruitment and selection process. If contacted for an employment opportunity, please advise us if you require accommodation in advance of any part of the recruitment and selection process.

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