

# Position Description – Job Developer (Employment Ontario)

## Position Description

<b>Position title</b>	<b>Job Developer</b>
<b>Location</b>	Peel Region (Mississauga/Brampton, Ontario)
<b>Reports to</b>	Centre Manager
<b>Direct reports</b>	N/A
<b>External Stakeholders</b>	Employers and jobseekers in the Peel Region
<b>Travel requirements</b>	As required in the Peel region

## Position purpose

The Job Developer curates an ecosystem of long-term employment opportunities for Clients having challenges finding work through their own efforts. They build relationships with employers through participating in community events and initiatives and they always have their finger on the pulse of the local job market while building brand awareness for WCG. Job Developers identify suitable opportunities for Clients and connect with employers to develop (carve) job descriptions based on the needs, skills and abilities of the Client and individual employer needs. They assist Clients with negotiating with employers and provide ongoing Job Retention support for 12 months to certain Clients and employers, ensuring sustainable employment is achieved.

## Success measures

<b>Program Outcomes</b>	<ul style="list-style-type: none"> <li>• Generating 4+ new relevant Employer Leads per month</li> <li>• Placing 20+ clients monthly in jobs working 20+ hours per week</li> <li>• Successfully negotiate Brokered Incentive payments with employers to hire clients as per KPI requirements</li> <li>• Job Matching &amp; Job Carving to create direct access to jobs for all WCG clients, particularly ones who are most heavily barriered</li> </ul>
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## Core Responsibilities:

<b>Employer Services</b>	<ul style="list-style-type: none"> <li>• Work in partnership with a team of Employment Consultants to create, and link clients to, local employment opportunities</li> <li>• Continually survey the local job market to identify and pursue suitable employment opportunities directly with employers on behalf of clients</li> <li>• Conduct daily face to face and/or phone based targeted marketing and cold calling to potential employers</li> <li>• Work with employers to modify roles by using Job Carving methodologies to create opportunities suitable for our clients</li> <li>• Managing vacancies attained from employers including vacancy assessment, advertising, pre-screening, and referring suitable candidates</li> <li>• Build strong relationships with local employers to enable direct and exclusive access to hidden jobs for WCG clients</li> </ul>
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	<ul style="list-style-type: none"> <li>• Research and use labour market information to support developing tailored employment marketing plans</li> <li>• Attend local Job Fairs and other employer related networking opportunities (during and outside of regular business hours)</li> <li>• Utilize Employment Related Financial Supports to create and support employment placements</li> <li>• Represent WCG and develop WCG brand awareness through the marketing of WCG programs and services within the given geographic area</li> <li>• Attend business and community events including Chamber of Commerce functions and other community or employer-based trade shows</li> <li>• Positively contribute to monthly individual and team KPIs</li> <li>• Join and network with local Business Associations and committees as appropriate</li> <li>• Participate in the hosting of community and employer events</li> <li>• Support with individualized Job Retention support to certain Clients and employers by maintaining regular contact. Help identify when the Client requires on-the-job support and guidance to successfully maintain their employment for 12 months</li> </ul>
<p><b>Other Services</b></p>	<ul style="list-style-type: none"> <li>• Provide services to Clients in a manner that is welcoming, safe and professional and ensures that their privacy rights are protected</li> <li>• The ability to manage a challenging caseload whilst working to KPIs through prioritization and effective time management</li> <li>• Display high level of personal integrity and professionalism when representing WCG</li> <li>• Deliver services in line with WCG contract, guidelines, policies, procedures, and performance requirements</li> <li>• Use WCG’s Case Management System to ensure all documentation is accurate, up to date and submitted within set timeframes</li> </ul>
<p><i>Other duties as required, including going beyond the job description whenever necessary</i></p>	

## Capabilities and experience

### Essential Requirements:

- Experience working with local employers, effectively marketing clients, including Specialized Population clients, and explaining the benefits to employers
- Strong ability to market employment services to potential employers or/ or employer related forums, for example, Chamber of Commerce, employer networking linkages
- Ability to take a unique approach in coming up with ideas to meet clients’ employment placement needs
- Experience in assessing the needs of an employer and a client and making an effective match
- Demonstrated experience in conducting and interpreting client and employer needs; coaching and mentoring clients; working with individuals with complex barriers and a broad range of cultural backgrounds; and building strong partnerships with employers, community agencies, and other stakeholders
- Strong digital literacy skills including Microsoft Office Suite and the ability to use an internal Case Management System
- Solid understanding of confidentiality and other professional codes of conduct; must submit for a criminal record check

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## Position Description – Contract Manager (Employment Services)

- Ability to work outside required business hours, including in shifts, evenings, and weekends and flexibility and the ability to travel for work in different locations across Peel Region
- Valid Class G drivers' license

### Preferred Criteria:

- Post-secondary certificate, degree, or diploma in a relevant field (e.g. sales/marketing, career, or employment development) an advantage
- Proficiency in French and/or other local languages in addition to English
- Comfort and proficiency using Social Media

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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