

## External Posting

### Job Developer – Nanaimo, BC

GT Hiring Solutions 2005 Inc. is seeking to fill the diverse and challenging position of Job Developer in Nanaimo, BC. This is a **permanent** position starting as soon as possible.

The primary objective of this position is to assist eligible clients referred by their Employment Service Advisor to obtain employment through Unpaid Work Experience (3.5.3) and/or Job Development (3.5.1) services.

The successful candidate will be responsible for increasing employment outcomes through the use of these EPBC Services, local LMI and expertise in developing connections within the Employer community. In this position the Job Developer will work primarily on the Clients' behalf.

The role of Job Developer is diverse, with the overall responsibility of assisting Clients to find appropriate employment within their communities. In doing so you are actively managing a comprehensive and collaborative process that involves determining the employment needs of the client, connecting with potential employers, and facilitating job and unpaid work experience placements.

Following the Employment Program of British Columbia Ministry guidelines, the critical tasks inherent in this position include, but are not limited to:

- **Job Development** – finding and/or modifying existing job opportunities by marketing the skills of individuals facing employment barriers, and effectively networking to develop and nurture ongoing collaborative relationships with employers and community organizations
  - Working with the Client to establish potential employment opportunities and to develop effective job search approaches and employer networking strategies;
  - Providing direct, individualized job marketing to those Clients who require this level of intensive support to achieve Labour Market outcomes;
  - Meeting with employers to provide information about available supports and services as required, to effectively support Clients and Employers in achieving sustainable Labour Market Attachment;
  - Looking at the specific aspects of an existing job and negotiating to adjust the work tasks in order to create a job suitable for the Client, which also meets the needs of the Employer;
  - Arranging interviews between the Employer and the Client that meets the needs of each party;
  - Ensuring processes are in place to enable individuals to actively participate in the selection of their own job and work conditions;
  - Assisting Clients to negotiate salary, working hours, job descriptions, and terms and conditions of employment;
  - Documenting all progress in Client Connect including job leads, job search activities, negotiations, and contact with employers and Client until the Client has a suitable

- employment opportunity - including final negotiations, job duties, hours and rate of pay, equipment and tools required for safety;
  - Utilizing effective negotiation strategies that ensures the job duties of the position will meet the needs of both the Client and Employer;
  - Refining and finalizing the job description, duties and tasks to the level required in order to meet the unique needs of the Client and Employer; and
  - Negotiating on behalf of the Client (to the level required) and in collaboration with Employers.
  - Note: Job Coaching, Job Maintenance/Retention Services may be provided where deemed essential to the Client maintaining employment.
- **Unpaid Work Experience**
    - Assisting the Client to find a suitable placement that provides meaningful work experience to improve Employment Readiness. This could include marketing the Client to appropriate Work Experience Hosts;
    - When a placement is secured, drawing up a three party agreement that outlines the roles and responsibilities of all parties: including the Client, Work Experience Host and EPBC Service Provider;
    - Supporting the Client and Employer to develop a job description which outlines tasks and responsibilities; ensuring it meets the needs of the Client and the Work Experience Host;
    - Meeting with the Client and Work Experience Host at least once during the course of the placement with a minimum of one on-site monitoring visit. Additional monitoring should be based on the needs of the Client and Work Experience Host;
    - If necessary, assisting the Client and the Work Experience Host to resolve any issues that may arise during the Unpaid Work Experience Placement; and
    - Once the Client completes their placement, ensuring the Work Experience Host completes an evaluation of the Client's performance to support the determination of appropriate next steps.
  - **Administration**
    - Paying careful attention to Ministry policies and guidelines to ensure that detail-oriented administration is maintained as per the required systems; and
    - Ensuring strict adherence to the GTHS Confidentiality, Privacy and Security Policy as it relates to all communications with clients, employers and other stakeholders.
    - Effectively using Client Connect with regards to: entry of employer contacts, job information, case notes, etc.

Our ideal candidate must have a sincere interest in networking, identifying opportunities, and consulting with Employers to identify appropriate and meaningful positions within the community. The individual must have a solid knowledge of the local community's appropriate resources and services, including a demonstrated depth of knowledge and understanding of current labour market information, effective job placement and job search techniques. A relevant combination of education, professional experience and industry training may be considered.

The successful candidate will have outstanding communication skills, both oral and written, and the ability to effectively organize and prioritize a wide range of tasks efficiently. Additionally, they will be strong on the technical side and effectively utilize these skills to support their ability to successfully and collaboratively assist Clients in finding and maintaining suitable employment opportunities.

The candidate must have;

- A valid drivers' license and a reliable vehicle with minimum two million liability coverage and required business insurance
- A clear criminal record with vulnerable persons check

A competitive salary and benefit package is offered for this position.

Please respond by email with the position **NanaimoJD4** in subject line and attach a cover letter and resume outlining your experience and qualifications. Applications must be received by **4pm Wednesday, April 26th, 2017**. Please send your email to [hr@gthiringsolutions.ca](mailto:hr@gthiringsolutions.ca)

We thank all candidates for their interest and application, but please note that only those selected for an interview will be contacted.