



## Regina Work Preparation Centre

### Job Title: Job Developer

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#### **Job Purpose**

The Job Developer will work collaboratively to provide job matching and placement services to clients who are NEET (not in education, employment or training), youth and those farthest away from labour market attachment. The Job Developer is responsible for building partnerships with employers to create job opportunities for clients. The Job Developer plays a hands-on role with clients and employers, providing support and monitoring of placements to ensure job retention.

#### **The Candidate**

Your energy and enthusiasm are boundless and you enjoy and thrive in a fast paced environment. You are detail oriented, creative and an excellent communicator. You want to work with employers and clients to create employment and Quality Employment Opportunities. You are driven and welcome the prospect to aspire to measurable targets. You thrive in a professional environment and possess post secondary education/degree and relevant work experience.

#### **Primary Duties and Responsibilities**

##### *Organizational:*

- Adheres to all Regina Work Preparation Centre policies and procedures and ensures confidentiality is maintained on client, personnel, financial and agency matters.
- Commitment to work in a culture of change with a willingness to improve.
- Work with all team members to achieve organizational mission, vision, mandate and strategic priorities.
- Actively participate in organizational activities including community involvement, volunteering and/or resource development.
- Represent and promote the organization in the community through community and employer partnerships, and participation in stakeholder meetings and working groups.
- Utilizing labour market information, identify opportunities for service delivery to meet economic demands and present ideas for organizational growth to Team Lead(s) and Director of Programs.
- Build relationship with employers to strengthen their commitment and understanding of the benefit of hiring underrepresented groups in the workforce.
- Actively work to increase Work Prep's presence in the business community, assisting Work Prep to become as a desired resource for workforce recruitment and development.

#### *Financial:*

- Understand and complete all financial documentation that support both participant and professional expenditures in a timely manner.
- Work collaboratively with Team Lead and Financial Coordinator to manage workplace contracts, invoicing and follow up.

#### *Professional Development:*

- Work with Team Lead to identify, understand and monitor expectations, and strategies for successful outcomes.
- Actively participate in organizational professional development opportunities and evaluations.
- Stay current in organizational core modalities, practicing and integrating them into service delivery and team communication and support.

#### *Labour Market Knowledge/Employer Partnerships:*

- Research and remain current in labour market and industry trends and standards, the unemployment rate; and understand the way they influence the economy and job market and the direct implication for clients on their journey to employment.
- Utilize labour market information to inform quarterly targets for relationship building and new partnership opportunities with businesses, and industry sectors.
- Utilize labour market information to inform future service delivery planning.
- Collaborate with Case Managers to support clients in vocational counselling by completing and sharing labour market research that is specific to client action plans, needs or questions.
- Partner and network with employers and industry sectors to gain labour market information that is specific to employer needs and challenges, including cold calls, networking, employer events, etc. Utilize information to inform service delivery, and assist Work Prep to better understand and speak corporate language.
- Build network of employers in each sector that connects with Work Prep for labour market knowledge, involvement in service delivery, client employment opportunities and is committed to promoting Work Prep in the business community.
- Regularly engage with labour market stakeholders and employer network; executing both formal and informal communication methods to maintain relationship and partnership to meet organizational and client needs.
- Collaborate with team members to identify, research and organize employment opportunities that focus on learning for clients.

#### *Collaborative Case Management*

- Work collaboratively with team members to support client action plan activities by:
  - Identify and work with team members to coordinate job matching that meet the individual client needs and skills, recognizing that the plan may change, and being flexible to the changing direction. This includes direct hires, work assessments and work placements.
  - Cold call and follow up on client employment applications, utilizing the opportunity to build a relationship with new employers and support the client

application by providing supporting information obtained through team members.

- Complete job follow up with the employer and work with team members to resolve any employer identified issues.
- Research and understand the employer product/service and work with team members to understand clients strengths and skills and match them to employer looking for those strengths and skills.

#### *Reporting and Evaluation:*

- Ensure the effective, efficient and confidential collection, processing and reporting of quality case files, reports and information requirements.
- Prepare for, and participate in regular activity monitors and evaluations with Team Lead and Director of Programs.
- Work with Director of Programs and Team Lead(s) to evaluate the provision of programs and services for the purpose of learning, growth and development of yourself, your team, the program and the organization.
- Understand and abide by organizational and governmental security regulations and protocols.

#### **Areas of specialization/expertise**

- Each individual staff member will collaborate with Team Lead to identify areas of leadership, specialization and expertise within their own and others roles.

#### **Knowledge, skills and abilities**

- Knowledge of labour market trends, standards and available opportunities.
- Knowledge of employment and educational programs.
- Ability to develop supportive working relationships with clients, staff and employers from various cultural, economic and social backgrounds.
- Ability to plan, organize and research.
- Able to work effectively within a team environment.
- Strong oral and written communication skills.
- Digital Literacy - Proficient in Microsoft Office Suite, Internet and E-mail, including remote access and use of technology through cell phone.
- Ability to develop marketing and learning content on a variety of social media platforms including: LinkedIn, Facebook, Websites, Instagram, Snapchat and Twitter.

#### **Education**

- Undergraduate degree in economics, business administration, social sciences or related field
- Reality Therapy Certified or a commitment to pursue Certification.
- Motivation Interviewing and Stages of Change Training or a commitment to pursue.

\*\* While commitment to pursue will be considered, all individuals applying must be able to effectively demonstrate understanding of Motivational Interviewing, Stages of Change and Reality Therapy/Choice Theory and its application to career and employment services.

### **Experience**

- Minimum two years experience in career counselling, particularly in the human service sector and in community based organizations
- Experience in job development and/or sales/marketing and recruitment would be an asset
- Ability to work in a performance-based system with a proven track record of meeting targets and deadlines
- Ability to work in a team and to establish rapport with employers, clients and co-workers
- Excellent communication, negotiation and presentation skills
- Strong time-management skills and ability to multi-task in a fast paced environment
- Knowledge of the Regina and Saskatchewan labour market, industry trends and apprenticeships
- Knowledge and understanding of general employment services and the target group served
- Comfortable working with marginalized populations and persons of diverse backgrounds.
- Multicultural sensitivity and the ability to work in a multicultural / multiracial organization
- Proficiency in MS Office applications, Internet, email, and database management

A combination of education and experience may be accepted.

**Reporting:** Team Lead

**Salary:** \$47,497.00 annually.

Scheduled Day Off every three weeks, comprehensive benefit plan.