

Position Title: Job Developer (WorkBC)

Department: Settlement & Employment

Reports to: Employment Lead

Contract Dates: ASAP- March 31st, 2020 (Contract renewal subject to funding)

Join our Team

The North Shore Multicultural Society (NSMS) has provided services to the North Shore community for over 28 years. We are a mid-sized not for profit organization with 70+ staff and play a leading role to support immigrants to thrive economically and socially on the North Shore. With values of diversity, excellence, and respect, NSMS is not only an effective immigrant services provider but also an exciting and welcoming place to work.

Summary

Under the general supervision of the Employment Lead, the Job Developer is responsible for working closely with job seekers to support them in securing employment and retaining employment and connecting them with employers. Working with job seekers and their established goals, the Job Developer will ensure that a targeted number of job seekers secure employment per month and will work toward marketing to a targeted number of new employers per month (as directed). Additionally, the Job Developer will be working with Clients to ensure short and long term job sustainment goals are met.

Key Responsibilities

- Working with job seekers to determine their individual needs and skills to market to employers in the labour market
- Collaborating with Case Managers to ensure client employment goals are inline with signed action plan
- Conducting and managing schedule of one-to-one job development meetings
- Developing employment opportunities for candidates by maximizing, implementing and maintaining a sound marketing strategy. (Including: candidate matching, effective customer service and follow up activities), facilitating employment interviews and coaching participants in job interviews strategies
- Direct marketing to employers to promote specific candidate skill sets, marketing the right skills to the right job leads
- Facilitating Wage Subsidy Work Experience Placements as needed
- Maintain a rapport with clients pre/post job placement to ensure candidates receive appropriate support to maintain employment
- Managing internal applicant tracking system: consisting of employer contact details, tracking and document day to day client activities, and regularly update Case Managers on candidate activity
- Maintaining accurate client notes and records as per policy and quality assurance

guidelines

- Liaising with employers to organize targeted hiring events and connect them with other services throughout NSMS and lead contractor organization
- Act as a champion of the program, promoting our services throughout community and networking events
- Working collaboratively to assist with outcomes of the larger job development team at the lead contractor organization
- Strategize with leadership to continually improve processes and increase employment statistics
- Adhere to onsite Health and Safety Procedures
- Other related duties as assigned

Key Competencies

- **Values.** Behaves consistently with clear personal values that complement NSMS's values of excellence, diversity, and respect.
- **Integrity & Ethics.** Ensures integrity in personal and organizational practices. Builds a respectful and client-centered workplace.
- **Innovation.** Thinks creatively; is open to new ideas and technologies. Is committed to developing effective and new approaches to service excellence. Is flexible and adaptable to meeting changing demands of clients, funders, and other stakeholders.
- **Accountability.** Accepts and creates a culture of accountability; fosters personal growth; takes personal ownership. Is self-aware and demonstrates a commitment to ongoing learning and continual improvement. Assesses risk and develops risk mitigation strategies.
- **Engagement.** Shows passion for the job and the mission of the North Shore Multicultural Society.
- **Effective Communication.** Fosters open communication, listens to others, speaks effectively, and prepares written communication so that messages are clearly understood.
- **Organized & Efficient.** Plans ahead and works in a systematic and organized way. Follows directions and procedures and ensures deliverables are met on time and according to agreed standards.

Minimum Qualifications

- 2 years' job development, career coaching, or placement experience in a related setting
- Demonstrated ability to build lasting professional relationships with clients and employers
- Knowledge of working in a fee for service model will be considered an asset
- Experience writing client notes and keeping accurate files and records
- Familiarity with the WorkBC model is an asset
- Excellent verbal/written communication and interpersonal skills
- A demonstrated positive attitude towards change

- Related post-secondary degree or diploma, or equivalent combination of education and experience
- Access to reliable transportation and the ability to travel throughout the North Shore
- Must be available normal working hours Monday – Friday with the ability to work the occasional evenings and weekends

Additional Information

Hours: 35 hours / week

Salary Range: \$26.00 – 29.00 per hour dependent on experience

Posted until filled.

Please send resume and cover letter to:

Hiring Committee
North Shore Multicultural Society
#207-123 East 15th Street,
North Vancouver, B.C. V7L 2P7
Email: hr@nsms.ca
Reference: Job Developer WorkBC in Subject Line

North Shore Multicultural Society is an Equal Opportunity Employer. Only short-listed applicants will be contacted. No phone calls please.