

POSTING

JOB DEVELOPER

(Disability Support Services)

Temporary Full Time (35 hours per week) - Until March 31, 2019

Whalley WorkBC Employment Services Centre

The Job Developer supports clients with multi-barriers and disabilities in job search activities, promotes them to employers, generates job leads with a goal to secure paid employment, unpaid work experiences, volunteer positions and/ or on the job training.

KEY DUTIES AND RESPONSIBILITIES

- Get clients jobs by marketing them to employers.
- Develop individualized marketing plan for clients with disability that includes employment themes and marketing strategies with or without wage subsidy.
- Contact and network with employers to build relationships and generate appropriate leads.
- Attend trade shows and other business/networking events to meet new employers.
- Visit employer work sites for monitoring and creating customized placement opportunities including informational interviews, job shadowing, volunteering and training on the job.
- Provide job coaching, as needed, to assist client with disabilities in job retention.
- Document and maintain up to date notes in ICM re: client interaction/interventions.
- Maintain frequent communication with Case Managers & Vocational Counselors to best support client success and understand client needs and employment goals.
- Complete monthly administrative reports and tasks.
- Promote EPBC services for employers: hiring fairs and wage subsidy
- Adheres to the policies and procedures in program manuals, Health & Safety Guidelines, job descriptions, written memos, and verbal agreements.
- Achieve outcome targets for paid/unpaid job placements and report to Supervisor.

QUALIFICATIONS

Education, Training, and Experience

- Business Administration or Marketing Degree/Diploma with recent, related 1-2 years' experience, including experience working with people with disabilities and barriers to employment.
- Or an equivalent combination of education, training, and experience.
- Or other Qualifications determined to be reasonable and relevant to the level of work required.
- Valid BC driver's license and access to a reliable vehicle.
- Must be able to work flexible hours as per need, including some evenings and weekends.
- Working knowledge of ICM or other client database is an asset.

NOTE: Applicants not selected for an interview will not necessarily be notified.

Options Community Services Society is an equal opportunity employer committed to hiring a diverse workforce.

Posted: 06/29/2018

OCS Posting #:A21144

Job Skills and Abilities:

- Excellent computer skills
- Knowledge of local labour market.
- Must be sensitive to and respectful of cultural and lifestyle diversity
- Strong administrative and report writing skills
- Continuous learner
- Good verbal and written communication skills
- Able to manage time and multi task
- Goal oriented and able to work with short but realistic deadlines
- Conscientious about client confidentiality
- Second language is an asset
- Crisis Line experience an asset.

* An eligibility list will be maintained for up to 6 months.

CLOSING DATE: Resumes will be reviewed starting **JULY 9, 2018** but the posting will remain open until filled and will close without notice.

PLEASE APPLY TO: Mahrukh Khuram, Assistant Program Manager
Options Community Services Society

#160, 10362 King George Blvd.
Surrey, B.C. V3T 2W5

Fax #: (604) 496-0551
Email: mahrukhk@options.bc.ca

No phone calls please.

Please include a cover letter clearly indicating the posting number [#A21144] and outlining your qualifications and related experience for the position.