



## INTERNAL/EXTERNAL Job Posting August 7, 2018

**JobStart**, a non-profit agency serving the GTA since 1980, provides a range of employment, training mentoring and settlement services to job seekers including adults, internationally trained professionals, newcomers to Canada, persons with disabilities, seniors, students, women and youth at three locations in Toronto. We also provide a range of recruitment services for employers. *Our Mission:* JobStart empowers clients and employers to maximize their potential through participation in a variety of career and personal growth services.

**Job Title:** Job Developer – Capability Project (for persons with disabilities)  
**Bargaining Unit Position – Part Time Temporary Contract (ending–December 31, 2018)**

**Supervisor:** Manager, Programs and Services      **Location:** 2930 Lake Shore Blvd. W.

**Purpose of the Job:** To support persons with disabilities in preparing for, obtaining and keeping employment or becoming self-employed; increasing economic participation and independence. This position works closely with the disability services unit assisting with employment planning, employability skills workshops, job matching and job placements with incentives; will be responsible to build and maintain successful relationships with employers to connect clients with job opportunities, monitor placements and ensure job retention and appropriate on the job coaching support; works collaboratively in an integrated team model

### Key Responsibilities

- Develop and implement a marketing plan, prospect new employers to identify employment opportunities and build a network of employers from various industries i.e. retail, construction, food service, office administration
- Liaise with disability services team to identify client interest and profile and provide job matching, job development support to provide work experience placements
- Assist in delivery of job readiness workshops, organize on site speakers from business sector, networking events, job fairs and other events
- Monitor job placements, ensure all paper work is completed for wage subsidies, documented in a timely manner
- Workplace coaching to support successful work experiences placement activities
- Assist in tracking all program activity related to placement, subsidies, milestones, outcomes and other required information
- Documenting client/employer files, case management, conduct appropriate and regular follow-up activities with program participants, and maintain employer/client activity/service statistical and financial information for monthly reports and stipend/subsidy claims
- Meet or exceed all other required contractual, client and/or agency requirements
- Work in collaboration with the disability services team, job developers' team, other JobStart teams ensuring optimum client service
- Evaluate worksites to ensure safety standards, appropriate training conditions, assess employer eligibility and work place capacity to provide positive work experience
- Assist with administration, marketing, other duties as required to support contract and agency strategic plan
- Follow all agency Health and Safety Policies and procedures

### Qualifications:

- Diploma in Career Counselling, or University Diploma, post secondary education in human services field,
- Minimum two years work experience in sales, marketing or job development,
- Sensitivity, understanding and demonstrated experience placing persons with disabilities into employment aligned with their career goals
- Advanced skills utilizing all Microsoft Applications, Social media tools, databases
- Excellent communication, customer service, organizational, presentation skills and sales skills
- Desire to work in a multicultural/team setting, goal oriented and task driven
- Well organized, team player who is able to take initiative, manage change/transitions with the ability to prioritize, multi-task and meet targets and deadlines
- Crisis intervention, first aid an asset
- Valid driver's license, access to a vehicle an asset

**Hours of Work:** 20 hours per week (evening hours are required and weekend hours maybe required)  
**Start Date:** ASAP  
**Salary:** \$52,025 per annum (pro-rated)  
**Closing Date:** August 15, 2018  
**Send Letter of Interest and Resume to:** Denyse Ramjit, Manager Programs and Services  
[JCResumes@jobstartworks.org](mailto:JCResumes@jobstartworks.org) Fax: 416-253-2727 (**NO INQUIRIES PLEASE**)

*JobStart welcomes and encourages applications from people with disabilities.*

*Accommodations are available on request for candidates taking part in all aspects of the selection process.*

**JobStart strives to represent the diversity of the community in our hiring practices.** The above statements are intended to describe the general nature and level of work applicable to this position and are not intended to be an exhaustive list of all responsibilities, duties and skills required.

***Only those who meet the qualifications above will be considered for this position and invited for an interview.***