

**Job Developer**  
1 – Acting Position  
**Business Development & Community Services**  
CUPE Local 4400 Funded Unit C – Grade K (12 Month)  
\$31.22 - \$36.74 per hour

**(It is anticipated that this acting assignment will end on March 31, 2024)**

**The Toronto District School Board adheres to equitable hiring, employment and promotion practices.**

*Reporting to the supervisor of the project, the Job Developer is responsible for ensuring that clients have the skills to find and maintain employment and that appropriate employers are recruited and matched with clients to achieve measurable outcomes (in terms of achieving employment or other approved results) in accordance with the contractual agreement between the funder and Community Services of TDSB.*

**Summary of Duties:**

- Design and present orientation sessions to the program (individual or in groups) for potential clients;
- Screen clients for eligibility against funder policies;
- Assess client interests and needs;
- Develop contract with employer if successful match is made;
- Negotiate contract and subsidy with employer according to funder guidelines and contractual agreement with Community Services of TDSB;
- Prepare contracts and other documentation for supervisor and funder approval;
- Maintain detailed client records and client files;
- Process all documents quickly to ensure that approval can be granted in advance of employment start date;
- Liaise with supervisor on contract development and progress;
- Maintain detailed file records related to employer;
- Verify subsidy contract;
- Achieve weekly and monthly targets to ensure outcomes as per contractual agreement;
- Where necessary complete contract breakdown documentation for submission to funder;
- Prepare regular and ad-hoc reports, as required;
- Assess client's job readiness and determine barriers to securing and/or maintaining employment;
- Instruct clients in the use of effective job search strategies;
- Design and present workshops to assist clients in acquiring job search skills – resume writing, labour market research etc., where necessary;
- Review interview skills and conduct mock interview sessions with client, where necessary;
- Counsel client as appropriate to provide encouragement.
- Monitor clients job search progress;
- Assist clients to locate appropriate positions by matching clients to recruited employers;
- Develop and provide clients with job leads using internet job boards, newspapers, or other sources;
- Encourage and motivate client;
- Work as part of a team to develop marketing strategies to source employers with job vacancies;
- Implement marketing strategies through cold calls, visits, etc. using sales and marketing strategies and by representing the project in a positive manner;

- Conduct on site visits to potential employers to assess suitability of possible position(s);
- Liaise with community agencies to promote program;
- Attend meetings to represent program;
- Assist supervisor with special projects, presentations or outreach programs as required;
- Conduct on-site visits to monitor clients;
- Provide job maintenance support/coaching to clients;
- Troubleshoot to resolve client or employer concerns;
- Monitor job placement to ensure compliance with contract;
- Facilitate the resolution of any issues that may impact a successful outcome; and
- Other related duties as assigned.

**Qualifications:**

- Two-year Career and Work Counsellor college diploma with one year experience in an adult counselling/employment placement setting or an equivalent combination of education and experience;
- Successful job development experience;
- Knowledge of current labour market conditions and work search strategies;
- Knowledge of marketing strategies and tools;
- Familiarity with the needs of the unemployed and understanding of all aspects of employability;
- Strong organizational skills and communications skills including presentation skills;
- Proficient keyboarding and computer skills which include the use of e-mail, internet and word processing; and
- Ability to communicate effectively with a customer service focus.

**Special Requirements:**

- Provision of own vehicle for Board Business. Requires regular travel across the TDSB.

**Location:** 3850 Sheppard Ave. East, Unit 175

**Hours:** 35 Hours per week (Full and Part-Time assignments)

**Work Year:** 12 Months

**Note:** This is an externally funded program, dependent on renewal of funding each year, subject to cancellation by funder with two weeks' notice. Program presently has funding to March 31, 2024 with the possibility of an extension.

**Paid Holiday & Vacation:** Employee entitlement is in accordance with the provisions for Externally Funded Programs as outlined in the *CUPE 4400 C Collective Agreement* (Article T and Article U)

**Please note:**

Applications **must** be submitted:

1. In résumé form with a covering letter as one single document to [Application.Submission@tdsb.on.ca](mailto:Application.Submission@tdsb.on.ca)
2. With competition # **CUPE C-23-0304UFTE** in the subject line
3. Apply no later than 4:30 p.m. on **December 20, 2023**

Only applicants selected for an interview will be contacted. Applications will not be acknowledged in writing.

***We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance, during the application process.***