



**Job Title:** *Job Developer –YWCA WorkBC*  
**Hours of Work:** 35 hours of week (Full-time)  
**Start Date:** April 1, 2019 to March 31, 2024

**JOB SUMMARY:** Under the general supervision of the Lead Job Developer and the Senior Manager, 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.

## **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 in line 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
- Maintain a rapport with Clients pre/post job placement to ensure candidates receive appropriate support to maintain employment
- Assisting in maintaining the online job board and sending job leads to candidates
- 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 QA guidelines
- Liaising with employers to organize targeted hiring events and connect them with other services
- 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
- Strategize with leadership to continually improve processes and increase employment statistics

## **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
- Adhere to onsite Health and Safety Procedures
- Access to reliable transportation and the ability to travel throughout the city
- Must be available normal working hours Monday – Friday with the ability to work the occasional evenings and weekends
- A valid criminal record check (including working with vulnerable populations) is required

**How to Apply:** Please submit a resume and cover letter to PICS HR Department at [career@pics.bc.ca](mailto:career@pics.bc.ca)  
Please use “Job Developer - WorkBC” as the email subject.

\* Resume including the cover letter should not be more than three pages.

**(PICS is an equal opportunity employer. We thank all who apply, but only applicants selected for an interview will be contacted. No phone calls please.)**