



## Employment Opportunity

<b>Position:</b> JETS Program Job Developer	<b>Position Number:</b> 2020-067
<b>Department:</b> Employment Services <b>Work Site:</b> 1452 Elford Street, Victoria BC	<b>Days/Hours of Work:</b> Monday-Thursday, 8:30am-5pm (30 hrs/wk) Days & hours subject to change based on operational demand
<b>Start Date:</b> October 5, 2020	<b>Remuneration:</b> \$26.50/hour
<b>Reports to:</b> Employment Services Director	<b>Posting Period:</b>
<b>Status:</b> Part-time term position (Oct 5, 2020 – September 30 <sup>th</sup> , 2022) with possibility of extension	<b>Union:</b> Exempt

### JOB SUMMARY:

We are an award-winning and Accredited not-for-profit that helps people and improves lives through a range of programs and services, including providing training and supports to help job seekers improve employment readiness and find and keep work. We offer a competitive salary, comprehensive benefits package and a rewarding, stimulating work environment.

This role of the JETS Program Job Developer is to provide support and counselling to eligible multi-barriered NEET youth (not in Education, Employment, Training for at least 6 months), that will assist them in their continuum to employment from possible homelessness, substance abuse and/or addiction or other barriers to employment.

The primary focus of this position is assist individuals in obtaining and retaining qualified employment opportunities and work experience (wage subsidy) placements in the community. The secondary focus of this position is to work collaboratively with other JETS team members in the co-delivery of life skills, Essential Skills, communication skills, job search strategies and employability skills in group-based settings both on-line and in-person.

### DUTIES AND RESPONSIBILITIES:

1. Work cooperatively on a team with other JETS team members WorkBC centers and other community serving agencies to achieve the following:
  - Market the JETS Program

- Recruit eligible participants for program
  - Interview, assess and select participants ensuring eligibility criteria is met
2. Provide support to the JETS team as required to:
    - Co-facilitate a six-week training session including Essential Skills, life skills, employment skills and job search skills for selected Clients
    - Co-ordinate industry guest speakers for each of the 8 group sessions.
    - Support and motivate participants in learning about and dealing with lifestyle and behavioural changes
  3. Negotiate qualified employment opportunities for all Clients.
  4. Negotiate and prepare wage subsidy or other financial agreements with employers.
  5. Provide feedback throughout the program regarding attendance, participation and activities.
  6. Locate prospective employers in the community appropriate to Clients' work profiles by performing duties such as making cold calls, networking and developing partnerships with employers and a range of training employment programs.
  7. Evaluate available work experience placements and jobs that match Clients in accordance with Client's action plans.
  8. Assess all employer wage subsidy applications, and negotiate and prepare Client-centered wage subsidy contracts and worksite training plans.
  9. Develop work experience training and coaching plans with the employer to support Clients throughout the wage subsidy contract period.
  10. Receive, verify and submit wage subsidy payment claim forms for Reimbursement.
  11. Meet with employers re: activity as outlined in work experience plan and meet with Clients re: working relationship with employer
  12. Provide guidance to Clients in work experiences to ensure continued success of contract and/or resolve specific issues.
  13. Mediate unresolved issues with all participants associated with the contract (i.e. Client, employer, Beacon Community Services)
  14. Assist JETS team members complete and maintain related records and documentation, such as reports on Clients' progress towards objectives and goals
  15. Assist JETS team members with record keeping duties related to participant attendance
  16. Conduct evaluation reports with employers and participants
  17. Assist the JETS team in the preparation of interim and summary reports as required by the funder and the Director of Employment Services
  18. Provide vacation relief to other JETS Program team members as required

19. Perform other duties as required

#### **EDUCATION, EXPERIENCE AND REQUIREMENTS:**

- Post-Secondary education in related field and/or combination of education and experience
- Certified Career Development Practitioner (CCDP) designation preferred
- Minimum two years' experience working with targeted population of NEET Youth (not in Education, Employment, Training for at least 6 months) who have barriers to employment
- Minimum three years' experience in job development and job coaching preferred
- Previous experience in supporting or co-facilitating groups of Youth with barriers to employment
- Familiarity with BC Labour Laws and Employment Standards
- Previous experience and demonstrated success in working with business community/employers preferably in the delivery of employment programs
- Previous experience and demonstrated success in working in a team environment and in assessing and implementing personal plans for NEET youth
- WHMIS Certification (to be renewed annually)
- Clear Police Criminal Record Check

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Employer relationship building skills
- Knowledge of community and employment resources
- Knowledge and familiarity with local labour market and business community
- Excellent communication skills, with a focus on listening, comprehension and speaking effectively
- Good organizational skills
- Demonstrated ability to work independently with very little supervision
- Demonstrated ability to work in the capacity of Job Developer with a marginalized population with diverse needs
- Maintain Confidentiality
- Ability to work independently
- Ability to remain positive while adjusting to changing priorities
- Ability to assess and prioritize tasks within a team environment
- Initiative
- Able to identify, develop and meet the needs of others

- Display initiative and use of sound judgment
- Solution oriented
- Focused on results and task completion
- Intermediate conflict resolution skills
- Cooperative and a team player
- Solid MS Office skills

**WE LIVE SAFETY!**

The safety of our Clients, staff and volunteers is a priority of Beacon Community Services. We promote healthy and safe working conditions in all of our operations. We are committed to continuously improving safety and *it is essential to this position*. We further support safety through the active participation and co-operation of management, supervisors, workers and joint occupational health and safety committees.

**APPLICATIONS:**

All interested applicants can [Apply Now!](#) quoting the position vacancy number 2020-067. Please note only those applicants who are selected to continue in the recruitment process will be contacted.