

*The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services and St. Stephen's Community House*

## JOB OPPORTUNITY

**Job# TNG2022-215**

<b>POSITION TITLE:</b> Job Developer, Opportunity Knocks	
<b>DEPARTMENT:</b> Employment Services, Opportunity Knocks	<b>STATUS:</b> Regular Full-time, CUPE 2289
<b># HRS / WEEK:</b> 35	<b>CONTRACT DATES:</b> N/A
<b>REPORT TO:</b> Coordinator, Opportunity Knocks	<b>HOURLY RATE:</b> \$27.55
<b>EXTERNAL CLOSING DATE:</b> Posted until filled	

**GENERAL DESCRIPTION:** The Opportunity Knocks (OK) program is designed to help young people between the ages of 15 and 30 who are distance from the labour market. Opportunity Knocks is focused on career and leadership development and will provide access to employment skills development, along with education/training and work experiences. The goal is to achieve long-term employment, meaningful careers and success in their future working lives. Opportunity Knocks is a Youth Employment and Skills Strategy (YESS) funded program for youth who need support to find and keep employment. The Job Developer is responsible for outreach to employers, placing participants in quality employment opportunities, and monitoring them to support job maintenance and retention.

### MAJOR DUTIES:

- Conducts outreach to employers to encourage youth and employer participation in the program
- Conducts orientation sessions, group workshops, job placement interviews and meet and greets, and other services to participants
- Develops job placement opportunities for 150 youth (15-30) throughout the three year project ensuring a suitable match with participants' skills, abilities and career goals; works in partnership with the Opportunity Knocks Coordinator to achieve a placement target of 9 youth per intake
- Negotiates placement agreements with employers and process employer invoices in a timely fashion ensuring TNG and Service Canada guidelines and policies are followed
- Perform on-site visits for the purpose of assessment, training plan development, contract signing and monitoring of placements
- Provides individual guidance and support to participants before and during their placement including arranging for individual supports and training.
- Develops appropriate curriculum, and facilitates topics relating to job retention, job search and goal setting
- In partnership with the Opportunity Knocks Coordinator, ensures a 60% positive outcome (50% employed; 10% in school or training) for participants.
- Performs case management responsibilities, ensuring that files meet TNG and Service Canada's standards.
- Responds to general enquiries about the Job Development Services.
- Provides monthly participant information for data collection to support program planning and evaluation and reporting to funders and the agency
- Contributes and supports to quarterly activity reports, on-site Service Canada monitoring visits and financial monitors
- Conducts follow-up of participants according to pre-determined time frames set by program funders
- Arranges for guest speakers and job site tours to encourage labour market contact

### REQUIREMENTS & QUALIFICATIONS

- BA, or relevant Community College Diploma in Marketing, Business Administration and /or Public Relations, and two years' experience in job development / employer relations, or combined equivalent of education and experience
- Demonstrated experience in job development in non-profit and government – funded projects
- Experience working with youth who are distance from the labour market
- Ability to achieve program goals/targets including planning ahead for contingencies and identifying solutions to problems to ensure best results
- Strong computer skills (Microsoft Office Suite including Outlook, MS Teams, Salesforce, DocuSign, search engines, online communication methods)
- Knowledge and understanding of labour market trends and job development approaches with an empathic lens
- Multicultural sensitivity and an ability to work in a multicultural/multiracial organization.

**To apply, submit your resume and cover letter with "TNG2022-215" in the subject line of your email to:**

[careers@tngcs.org](mailto:careers@tngcs.org)

TNG is committed to reflecting the communities we serve and to nurturing a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities, gender expression and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirement