

JOB REQ.#: 2019-QCIC-048

POSTING TITLE: Youth Job Developer, Centre for Education and Training

HIRING DEPARTMENT: Employment Services

TERMS OF EMPLOYMENT: Casual

REPORTING TO: Coordinator, Employment Services

LOCATION: Brampton South - 601-7700 Hurontario Street

START DATE: May 21, 2019

END DATE: August 13, 2019

SALARY: 18.00 - 20.00, Hourly + 4% Vacation

LENGTH OF (CONTRACT) 12 weeks

BENEFITS: No

NO OF POSITIONS: 1

SUMMARY:	<p>The Youth Job Connection/Youth Job Connection - Summer (YJC-S) program is designed to help young people between the ages of 15-29 (15 – 18 for the YJC-S Summer Program) who face multiple barriers to employment. The YJC-S program offers a range of services including Client Service Planning and Coordination, Pre-Employment Skills Development, Job Matching, Placement and Incentives and Education/Work Transition Support with a goal of supporting participants in securing long-term employment, meaningful careers and success in their future working lives.</p> <p>The YJC-S Youth Job Developer role is primarily focused on job matching, placement and provision of employer incentives to assist youth participants with significant barriers to the labour force in securing and maintaining gainful employment.</p>
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DUTIES & RESPONSIBILITIES:

Job Development Responsibilities:

- Conduct outreach to employers to identify opportunities and promoted job matching and placement support
- Ensure that employers meet all eligibility criteria; conduct at least one site visit per employers prior to placements to confirm a suitable and safe work environment.
- Facilitate experiential or on-the-job work experience training for participants including job trials, work experience and on the job training opportunities according to their skills and interests
- Facilitate negotiation of employment relationships on behalf of clients including the completion of placement agreements and detailed training plans
- Negotiate financial incentives for employers based on job complexity and client skills and abilities
- Where necessary, assist participants in accessing short-term, job related training required for job placement
- Provide Job Placement financial Supports to participants to remove barriers in participating in job placement
- Where necessary, provide employers with sensitivity/diversity training, workplace safety training and information on accommodation needs
- Conduct placement monitors and provide coaching and support during the placement including identifying and resolving workplace issues that may affect participant success both during and after the placement
- Ensure regular receipt of placement time sheets and timely processing of financial records for payment of financial incentives

Job Retention Responsibilities:

- Identify those in need of additional job coaching support through discussion with participants and/or the employer as appropriate
- Provide one-to-one follow up for job or career coaching, to address issues similar to re-employment or provide referral to further training, education or life skills
- Create opportunities for post program networking and learning events/activities to re-affirm and build on program lessons
- Match participants with an appropriate mentor to provide ongoing support after the job placement training plan completion

Facilitation Responsibilities:

- Deliver a suite of pre-employment workshops; career exploration/identification, employment preparation, life skills, employment related skills and job retention
- Ensure curriculum remains current and relevant to participant needs

Career Counselling Responsibilities:

- Conduct intake with each participant to determine eligibility/suitability for the YJC-S program, assess client needs and develop an individualized Employment Service Plan
- Provide one-to-one coaching for participants on pre-employment and job search skills based on individual client needs
- Provide counselling and coaching in life skills that support successful employment based on the needs of each youth participant
- Provide support to client in assessing their qualifications against job requirements
- Recruit, screen and match mentors with participants as required to support the development of interpersonal and relationship-building skills
- Monitor the mentor/coach relationship and its impact on workplace success, facilitating adjustments as required
- Provide supported referral and access to other services including but not limited to education & training

Additional Duties and Responsibilities

- All aspects of the Youth Career Specialist/Employer Liaison positions will utilize the EOIS system for tracking clients, conducting follow up and recording activities
- Utilize internal parallel data management system (CETRA) to record all client activity, case notes and follow up

<p>QUALIFICATIONS:</p>	<p>Credentials/Experience:</p> <ul style="list-style-type: none"> • University Degree or related College Diploma or demonstrated skills and experience • 2 years of demonstrated experience in each aspects of the role preferred: facilitation, career counselling, job placement and job retention • Direct work experience in Employment Ontario/Employment Services model preferred • Life Skills Certification preferred • Ability to administer and interpret Level B tests /psychological instruments, Personality Dimensions, MBTI or COP System an asset <p>Knowledge:</p> <ul style="list-style-type: none"> • Excellent understanding of job search strategies, career counselling and experience facilitating full time job search sessions • Demonstrated ability to work with diverse groups including barriered youth, aboriginal persons, persons with disabilities, persons with mental health and addictions issues • Demonstrated knowledge of youth serving community resources, programs and services in the Brampton area • Knowledge of the Brampton labour market with a demonstrated ability to develop successful employer connections <p>Skills & Abilities:</p> <ul style="list-style-type: none"> • Ability to work effectively within a performance-based structure with a proven track record of meeting or exceeding all targets and deadlines • Superior time management skills with the ability to mutli-task in a fast paced environment • Excellent communication, networking and negotiation skills • Computer proficient and familiar with using career resources including computerized assessment tools • Ability to deliver service in both official languages (English/French) or other languages is considered an asset • Ability to work evenings, weekends or split shifts as necessary
<p>OTHER DETAILS:</p>	<p>Thank you in advance for your interest. Only those candidates selected for interviews will be contacted.</p> <p>OUR AODA COMMITMENT: The Centre for Education & Training (TCET) is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, TCET will endeavour to provide accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to a disability during the recruitment process, please notify the hiring supervisor upon scheduling your interview.</p>