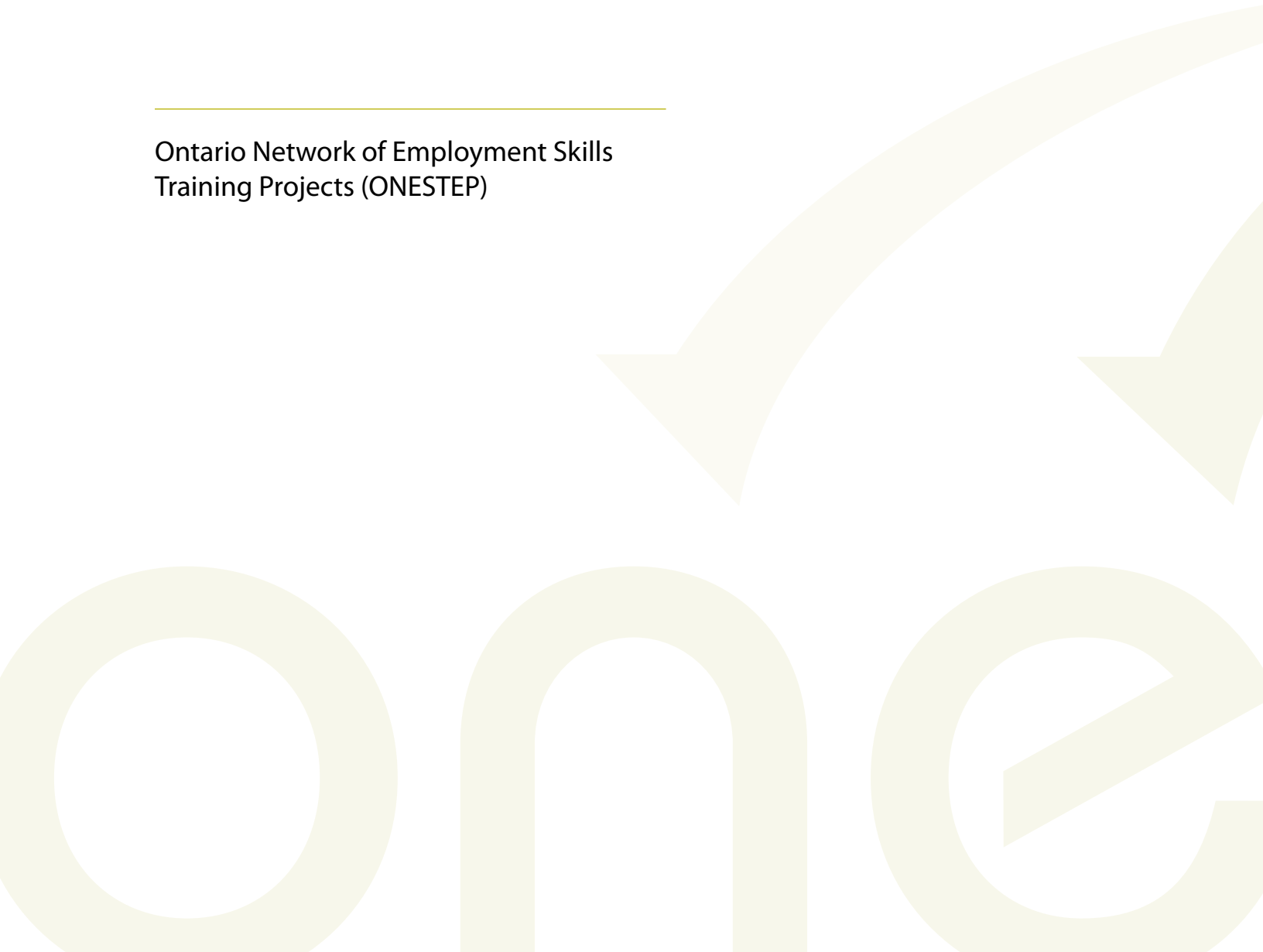




Job Description:
Job Developer



Ontario Network of Employment Skills
Training Projects (ONESTEP)



Job Developer

How to Use This Tool:

This tool is not intended to be used in its entirety. Rather, its purpose is to provide a framework for developing a job description that is customized to the unique needs of your organization. As you review the tool, select only those functions / requirements / competencies / skills and abilities that are relevant to the particular position you are reviewing, keeping in mind the position as it actually exists in your organization.

This document includes descriptors for creating a job description.

Possible uses for this tool:

You may find this tool useful when:

- Creating a job description
- Recruiting, interviewing and hiring new candidates
- Appraising the performance of employees
- Identifying staff training and development needs

JOB DESCRIPTION: Job Developer

Job Summary

The individual in this position will research employment market labour trends, identify potential employers and employment opportunities, and provide employers and clients with individualized employment placement services and assistance.

Essential Job Functions

- Develop employer relations including: 1) prospecting new employers, 2) maintaining existing relationships, and 3) providing information ongoing.
- Match clients to employers.
- Actively prospect new employers through cold calling.
- Negotiate subsidy programs with employers.
- Maintain monitoring schedule for placements.
- Conduct work site visits.
- Take and process job orders.
- Reconcile employer claims/subsidies.
- Write contracts and training plans.
- Follow up with client job search.
- Meet with clients (job seekers and employers) on a regular basis.
- Conduct practice interviews with clients.
- Review resumés and cover letters.
- Determine client eligibility for programs.
- Keep up to date with case managers about client status.
- Maintain statistics on activities.
- Develop partnerships with community groups.
- Regularly attend community functions.
- Maintain case notes and client files.
- Meet internal targets as well as funder targets.
- Actively market agency programs.
- Attend staff meetings when required.
- Co-ordinate job fairs.
- Facilitate workshops when necessary.
- Act as a liaison with funders.
- Keep current on labour market trends.

Other Function Descriptors

- Report writing
- File management
- Case management
- Outreach/marketing
- Employment action plan development
- Resumé writing
- Workshop facilitation
- Job coaching and building trusting relationships
- Building rapport with clients
- Soft-skill development
- Knowledge of labour market
- Customer service
- Effective documentation
- Advocating on behalf of clients
- Performing follow-up

Education Requirements:

- Post-secondary degree/diploma in a related field (i.e., career development, employment counselling, psychology, social work)

Training Requirements:

- Job developer training
- Diversity training
- Safe talk
- Health and Safety
- Mental health training

Additional Knowledge Requirements

- Labour market knowledge
- Geographical knowledge of local area
- Recruitment process
- Disabilities and adaptive devices

Additional Experience

- Customer service
- Community involvement
- Working with computers
- Career development
- Sales