

Job Developer

People Plus Consulting Limited, an innovative and dynamic company with over 26 years of experience in providing job search assistance to residents of Halifax, is currently seeking to fill the full-time position of Job Developer at the Nova Scotia Works – Job Junction location.

The Job Developer will offer employment and career assistance to those clients identified by their case manager as being job ready but needing assistance in marketing themselves to employers. Under the direction of the Executive Director they will be expected to:

- Follow the clients action plan which has been established with their case manager
- Assists with verifying individual employment needs, preferences and capacities in order to identify potential placements
- Anticipate employment related problem areas, identify and address barriers and propose solutions/strategies to resolve
- Markets to employers those clients who have barriers that prevent them from effectively self-marketing
- Assists clients to develop positive work practices including attitude, teamwork, social and communication skills
- Assist clients with job readiness, job search strategies and preparation for job interviews
- Enters participant information into LaMPSS system on a weekly basis
- Ensures client files, trackers and reporting systems are maintained and updated in compliance with Employment Nova Scotia model requirements
- Conducts consistent follow up with clients
- Critiques client's cover letters and resumes before being sent to perspective employers
- Provides regular feedback to case managers on their client's progress, and documents information in a database
- Collect labour market information and understands the needs of employers; identify and match qualified clients with employers
- Monitor the client's progress regularly on the job and perform Crisis Intervention related to the employment placement
- Provide written monthly reports to the Executive Director

Job Requirements

- University degree, or combination of training / experience in the fields of Employment, Social Sciences or Human Resources
- Related experience in the field of career development considered an asset
- Experience delivering services and support in a client-centered work environment
- Experience working with persons with disabilities and work place accommodations
- Excellent grasp of the English language (Both written and verbal) with an ability to maintain focus and pay extremely close attention to detail. Preference will be given to candidates fluent (both written and verbal) in another language
- Ability to research, collect and use data for the purposes of developing training materials and client resources
- Demonstrated ability to work as part of a multi-disciplinary team to ensure the highest standard of service delivery
- Proficient computer skills, particularly in MS Office, with reliable typing speed and accuracy

Personal Attributes

- Effective communicator with the ability to support motivate and build a trusting rapport with clients
- Able to adapt service delivery to be inclusive of diverse clientele
- Skilled at developing and maintaining positive relationships with community partners and external organizations
- Committed to continuous professional development
- Empathetic and patient listener; able to deliver services in a professional and ethical manner
- Efficient time management skills, able to demonstrate sound judgement and be flexible and adaptable to a dynamic setting

To Apply

To apply for this position, email your Resume and Cover Letter (in a merged pdf) to the address below with the email subject line **Job Developer JJ March 2018**. Please note that ONLY emailed applications will be considered: coordinator@jobjunction.ca

Deadline for Submission is **March 19, 2018**

We thank you for your interest, however, only those candidates selected for an interview will be contacted. No Agencies please.

People Plus Consulting Limited is committed to fostering a collegial culture grounded in diversity and inclusiveness. The organization encourages applications from qualified First Nations people, African Nova Scotians, persons with disability, racially visible persons, persons of minority sexual orientations and gender identities, and all qualified candidates who contribute to the diversity of our community.