



# VACANCY

## Job Developer CASUAL Job Code 002

<b>Position</b>	Community Sector	<input checked="" type="checkbox"/>	Part Time	<input type="checkbox"/>
<b>Status:</b>	Paramedical Sector	<input type="checkbox"/>	Full Time	<input type="checkbox"/>
<b>Location:</b>	Travel throughout Osoyoos, Keremeos, and Oliver			
<b>Union:</b>	HSA – Community			
<b>Salary:</b>	Starting salary \$20.11, Grid 10, level 1			

### Job Summary:

Reporting to the Site Coordinator, the Job Developer is responsible for building lasting relationships with local employers to create employment opportunities for clients. The Job Developer will work closely with the Employment Facilitators to help clients 'secure and maintain' appropriate jobs. The Job Developer will assist with client job readiness by developing and facilitating pre-employment workshops including but not limited to resume writing, interview skills, networking and retention strategies. The Job Developer will utilize behaviour shaping techniques, positive reinforcement, and effective monitoring to ensure clients are engaged and successful in their pursuit of employment.

The Job Developer, in collaboration with Employment Facilitators, will provide ongoing support and, where required, arrange for modifications and/or accommodations at the client's worksite to ensure a client successfully retains his/her employment placement.

### Education, Training, and Experience

- A minimum of Business Administration and/or Marketing diploma from a recognized university or college.
- Three years recent and relevant experience.
- Or an equivalent combination of education, training, and experience.
- Knowledge of local labour market and federal/provincial wage subsidy programs.
- Must have valid BC driver's license and use of a motor vehicle.
- Ability to work flexible hours.

### SKILLS AND ABILITIES

- Demonstrated ability to meet deadlines, to manage a high client load, and to work under pressure.
- Ability to work in a flexible environment and to work independently.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain harmonious relationships with people from a wide variety of backgrounds.
- Conflict resolution skills.
- Leadership and motivational skills.
- Knowledge of psychosocial rehabilitation principles.
- Ability to follow instructions.

**Hours of Work:** Casual up to a maximum of 36 hours per week  
**Date Posted:** January 3, 2012  
**Competition Closing Date:** **January 9<sup>th</sup> 2012**  
**Starting Date:** **February 13<sup>th</sup> 2012**  
**Submit Resume to:** [humanresources@opendoorgroup.org](mailto:humanresources@opendoorgroup.org)

**PLEASE CITE JOB CODE 001 WHEN APPLYING FOR POSITION**