

JOB DESCRIPTION

POSITION:	JOB DEVELOPER		
DEPARTMENT:	Employment & Social Services	UNION:	C.U.P.E. Local 543
LOCATION:	Various	JOB CODE:	543238
HOURS OF WORK:	33.75	GRADE/CLASS:	0.16
SHIFT WORK REQ'D:	No		

DUTIES:

Reporting to a Supervisor, this position will provide a range of employment related services to recipients of public assistance or the general public through Employment Ontario or Ontario Works Initiatives; to assist in the delivery of employment programs or social assistance programs in accordance with relevant legislation and guidelines; authorize the issuance of assistance/supports; responsible for eligibility decisions; meet with employers; explaining and negotiating training placement incentives, seek out prospective job opportunities and match with qualified job candidates; responsible for individual/program assessment, vocational planning, life skills and pre-employment training; initiates referrals to academic and work skills training; maintains functions of client recruitment, job development, work placement, and where the client consents, support of follow-up counselling to ensure job maintenance; maintains liaison with Federal, Provincial, and Community based employment service agencies to ensure full usage of employment programs; compiles statistical data as required to support program viability. Represents the Department on committees in an advisory capacity. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have three (3) years of post-secondary school education from a Community College or University in Social Sciences or a Business Administration/Business Marketing Diploma or Degree or Ontario Ministry of Education equivalencies;
- Must have over three (3) years of progressive experience in a Social Services setting with knowledge of Ontario Works, Federal and Provincial programs and other resources;
- Must have the ability to travel to offsite locations in a timely and expedient manner as required. If method of travel is by vehicle, a current valid and lawful Driver's Licence is required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment;
- Must have operating knowledge of the Microsoft Office Suite of Products (Word, Excel, etc);
- Must be highly motivated and demonstrate the ability to communicate both orally and in writing;
- Must have exceptional interpersonal, communication and organizational skills;
- Experience in Marketing or Sales will be considered an asset;
- The physical demands analysis associated with this job indicates a sedentary level of work.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.