



Job Developer/ Industry Placement Specialist (Internal)
Job Description

Under the direction of the Programs Manager, the Job Developer/ Industry Placement Specialist will provide services that respond to the career and employment needs of individuals and the skilled labour needs of employers. The Job Developer/ Industry Placement Specialist will conduct their job duties in line with the organizational mandate, to improve the employability of visible minority and newcomer women by supporting individuals in accessing resources, services and training programs that enable clients to acquire higher skills for sustainable jobs through providing labour market and employment services.

THE JOB DEVELOPER/ INDUSTRY PLACEMENT SPECIALIST WILL ASSUME THE FOLLOWING DUTIES AND RESPONSIBILITIES:

The duties are subject to change based on community need.

JOB DEVELOPMENT

- To establish and foster relationships with employers within Windsor-Essex County, as a means to facilitate work placements that include volunteer, job test and hire, full time/ part-time work and on-the-job training (with or without incentives).
- Organize work placements that include volunteer, job test and hire, full time/ part-time work and on-the-job training (with or without incentives).
- Conduct cold calls, on-site visits and in-person meetings with employers and community partners.
- Organize information sessions, networking, professional development and career related activities for clients and employers.
- Provide employers with the education and support to assist them with identifying their human resource needs, developing work experience, and /or on-the-job training plans that are realistic for the client in conjunction with their workplace.
- Provide information to employers about financial incentives as well as, negotiate incentives (as appropriate).
- Support employers with identifying and resolving workplace issues and/ or concerns regarding clients and placements.
- Facilitate an assessment of employer's workplace capacity to determine their ability to provide positive work experience, training for clients and a safe working environment.
- Provide direct job matching for clients and employers that is reflective of the client's skills and interests with the employment opportunity and needs of the employer.
- Monitor work placements and/ or on-the-job training agreements with clients and employers and conduct on-site visits plus in-person meetings.
- Work with employers to ensure that they comply with all applicable legislation, including federal/ provincial human rights legislation, regulations and other relevant standards.
- Work with employers to make certain that they maintain appropriate WSIB or alternate workplace safety insurance coverage and have adequate third party general liability insurance as advised by their insurance broker.
- Coordinate with the Program Coordinators and WEST staff to collaborate with key employers that are marketing and recruiting through community initiatives.



EMPLOYMENT COUNSELLING

- Conduct consultations/ needs assessments with clients to identify their needs and assist them in achieving their career and employment goals, plus training essentials identified through the Client Service Planning and Coordination process.
- Provide clients with one-on-one support and guidance to aid them in making informed decisions about their career and employment goals (Employability Assessment Model).
- Assist clients with developing employability skills that include but not limited to; job readiness skills, job search strategies, résumé and cover letter writing, interview preparation, workplace culture.
- Provide clients with appropriate resources and information and plus aid them with determining employment support needs and conduct community referrals (as appropriate).
- Administer standardized assessments to determine client interests, aptitudes, abilities and a potential career path(s).
- Identify placement needs and assist clients with securing a work placement in areas of volunteer, job test and hire, full time/part time work experience and on-the-job training opportunities (with or without incentives).
- Develop and facilitate employment based workshops and information sessions for clients as well as promote services available at WEST.
- Coordinate community-based career planning resources, workshops and information sessions in the community.
- Support and monitor clients progressing through their Employment Service Plan on an on-going basis.
- Provide clients with support and referrals to access Employment Ontario programs and services as well as community services relevant to their needs.
- Assess clients' need for additional supports such as rehabilitation, financial aid and/or further vocational training.
- Conduct follow-ups with clients at appropriate intervals to assess progress and record outcomes.
- Assist clients with connecting to mentors and coaches as a means to aid them in their professional development and employment goals.
- To collaborate through service coordination with Program Coordinators and WEST staff to ensure that all WEST clients are offered the maximum benefits and supports (based on funding eligibility) within WEST programs and services.
- Liaise with Program Coordinators, WEST staff, government departments and community agencies to facilitate mutual clients' progress (as needed).

ADMINISTRATION & OUTREACH:

- Data Management: input and maintain internal and external databases (in accordance to funding requirements) on a regular basis.
- Case Management: complete case notes and update client and employer files on a regular basis.
- Contract Management: administer and monitor work placement contracts and financial aspects that include wage incentives and invoices.
- Assist with the development of monthly, quarterly and yearly reports and statistical information.
- Coordinate and monitor the support services for clients that includes but not limited to transportation and childcare (based on funding requirements).
- Facilitate exit interviews with all clients and collect client and employer evaluations.
- Assist in the development of workshop evaluations (clients and employers).



- Assist with the development of client forms and service delivery documentation (as required).
- Develop, collect and maintain updated documents and resources, services, policies and community information.
- Participate in outreach activities and represent the organization on committees (as required).
- Develop and facilitate community engagement activities in Windsor- Essex County for community stakeholders.
- Develop promotional material and communications to employers and clients.
- Coordinate with community partners to develop and delivery workshops and information sessions at WEST and in the Windsor-Essex community.
- Other duties as assigned.

Qualifications

- A post-secondary degree or diploma in the areas of Human Services, Social Work, Business, Career Counselling and/or equivalent work experience
- Strong networking skills and knowledge of employers within the manufacturing sector.
- 2- 5 years of experience in the areas of career development and counselling, or equivalent experience.
- 2-5 years of experience in the areas of sales and marketing, or equivalent experience.
- Familiar with gender equity issues and anti-racism strategies
- Demonstrated experience working with individuals and facilitating groups for clients facing multiple barriers to employment.
- Solid knowledge of the Canadian labour market, Canadian workplace practices, job search strategies and techniques.
- A familiarity with community social services, resources and knowledge in the Ontario welfare system.
- Proven ability to work in a performance based system and a solid record of accomplishment of meeting targets and outcomes.
- Demonstrated knowledge in labour market, trends, sectors skill gaps, occupational requirements locally and nationally.
- Demonstrated cultural competence, an ability to work with diverse population and an understanding to immigrants, women and under/ unemployed individuals.
- Strong communication skills (written and oral).
- Demonstrated solid negotiation, networking, presentation, organization and project management skills.
- Established an ability to maintain confidentiality and knowledge in privacy rights.
- Proven ability to work in changing environment, multi-task and time manage.
- An ability to work independently and maintain a supportive and collaborative environment with colleagues.
- Strong computer skills (MS Office, internet, database management) and familiarity with social media.
- Ability to work in person and remotely as required.
- Flexible hours (evening and weekends) as scheduled.



Women's Enterprise Skills Training of Windsor Inc.
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Apply in writing with a cover letter and resume to
careers@westofwindsor.com

WEST Inc. reserves the right to hire during the posting period. We thank all candidates for their interest; however, only individuals selected for interviews will be contacted. Due to the large volume of applicants, we regret we cannot confirm that our office has received resumes.

(Accommodations available upon request)