

Organization: TNO - THE NEIGHBOURHOOD ORGANIZATION	Department: Employment Services
Program/Project: Youth Employment and Skills Strategy (YESS)	Position Title: Job Developer
Location and Hours of Work: TNO sites and offsite - 35 hours per week	Position Type: Full Time Contract to March 31, 2023 with the possibility of extension
Expected Start date: ASAP	

TNO - THE NEIGHBOURHOOD ORGANIZATION (TNO, formerly *Thornccliffe Neighbourhood Office*) is a community based multicultural, multi-service agency, which offers a broad range of programs to serve Thornccliffe Park, Flemingdon Park, and the surrounding communities through strengthening the quality of individual and community life through services, engagement, partnerships and advocacy.

Program Summary

The Youth Employment and Skills Strategy (YESS) is an ESDC-Led Integrated Skills Development Program targeting youth aged 15 to 30 who face multiple barriers to employment. The YESS Program will help youth navigate through the labour market and successfully transition into sustainable employment by providing a range of resources to newcomer youth including information and referral services, one-on-one employment counselling, employment workshops, job development, on-the-job supports and work transition support. The goal of the program is to support participants in securing long-term employment, meaningful careers, success in their future working lives and professional mentorship. This program respond to the employment needs of individuals, and the skilled labour needs of employers, while helping participants on a path to higher skill training and/or employment.

Position Summary

The YESS Job Developer is responsible for developing relationships with employers and marketing clients in an effort to accomplish sustainable employment. The Job Developer is also responsible for seeking mentorship opportunities from employers, coaching and supporting clients. We are looking for an outgoing individual who is comfortable building meaningful relationships to develop connections for employment opportunities. This person will also bring with them their job search strategy and labor market expertise to ensure program and employment targets are met. The ideal person for this position is agile, friendly, respectful, and willing to support clients from diverse backgrounds.

Main Tasks & Responsibilities

- Conduct intake and assessment with youth to determine eligibility/suitability for the YESS program; assess client needs and develop an individualized Employment Service Plan.
- Provide one-to-one coaching for participants on pre-employment and job search skills based on individual client needs.
- Provide counselling and coaching in life skills that support successful employment based on the needs of each youth participant.
- Provide support to client in assessing their qualifications against job requirements.
- Facilitate experiential or on-the-job work experience training for participants including job trials, work experience and on the job training opportunities according to client skills and interests.
- Build strong relationships with and identify employers who will provide opportunities for job seekers.
- Generate job leads and market participating clients to employers and advocate on the clients' behalf.
- Match clients with suitable job openings and arrange interviews with employers.
- Conduct employer and community outreach to increase visibility and jobseeker participation in the TNO programs.
- Organize and facilitate on and off-site events, such as employer sessions, hiring events, information sessions, labor market orientations, and networking panels.
- Deliver Labor Market-related workshops and promote job development and other supporting services.
- Maintain detailed employer and client records; enter all required information into database system; provide ongoing updates and reporting of outcomes to supervisor.
- Continually monitor labor-market trends; maintain ongoing, effective communication with clients, employers and the community.

- Participate in outreach to new and existing community partners; participate in outreach to potential clients.
- Outreach to employers to identify opportunities in the “hidden” job market.
- Assess employer’s workplace capacity to provide a workplace training.
- Assess client employability needs, discussing options to assist clients in meeting vocational goals, developing work action plans in consultation and agreement with clients.
- Providing assistance with career focus both on one on one as well as in group setting through workshop facilitation, off-site employment counseling/ workshop facilitation when applicable.
- Develop and maintain a database of employers and mentors/coaches to support clients.
- Recruit, screen and match mentors with participants as required to support the development of interpersonal and relationship-building skills.
- Market job seekers to employment opportunities and solicit placements, internships, and apprenticeship opportunities on behalf of clients.
- Provide one-to-one follow-up for job or career coaching, to address issues similar to pre- employment or provide referral to further training, education or life skills.
- Where necessary, provide employers with sensitivity/diversity training, workplace safety training and information on accommodation needs.
- Facilitate pre-employment workshops; career exploration/identification, employment preparation, life skills, employment-related skills and job retention training/workshops.
- Supports and actively engage in TNO’s community development principles and initiatives.

Qualifications and Experience Required

- Post-secondary education in Social Work or Career Counseling or Human Resource Management related studies.
- Demonstrated experience in each aspects of the role preferred: facilitation, career counselling, job placement and job retention.
- Direct work experience in Employment Ontario/Employment Services model preferred.
- Life Skills Certification an asset.
- Excellent understanding of job search strategies, career and experience facilitating job search sessions.
- Demonstrated knowledge of youth serving community resources, programs and services in the GTA.
- Understanding and critical analysis of challenges and systemic barriers to labor market integration.
- Experience with resume writing, interview skills and coaching.
- Understanding of employer needs and interests.
- Comfortability with cold calling.
- Experience working with low-income, multi-racial, multi-lingual newcomer communities in diverse neighborhoods.
- Experience working from an integrated anti-oppression, LGBTQ+ positive framework.
- Ability to work with diverse groups including youth, aboriginal persons, and persons with disabilities, persons with mental health and addictions issues.
- Ability to facilitate program requirements in the virtual environment.
- Proficiency with MS Office, designing flyers and presentations and using other office-related equipment.
- Ability to work effectively within a performance-based structure with a proven track record of meeting or exceeding all targets and deadlines.
- Excellent communication, networking, and time management skills with the ability to multi-task in a fast paced environment.
- Second Language an asset.

Working Conditions

Hours of Work - Regular hours for 35 hours per week, and flexible between 8:30AM to 8:00PM. Some evening and weekend work will be required as decided by requirements.

Location - This position will be located within any of TNO’s service locations based on community and program requirements. Locations for this position may be added or moved to new addresses in the future according to the community and program requirements.

Hiring Conditions

Vaccination Requirement – As a condition of employment, TNO requires all new hires to provide proof of full vaccination against COVID-19 prior to the start date of employment. Applicants who have appropriate written proof of a medical reason, or a reason pursuant to the Ontario Human Rights Code for not being fully vaccinated against COVID-19, may provide such documentation to the Human Resources department for accommodation consideration. Such situations will be considered on a case-by-case basis.

Screening - As a condition of employment, the successful applicant must complete a Vulnerable Sector Screening.

How to apply

To apply for the position candidates are requested to send a copy of their application (cover letter, resume and any other document supporting your candidature) to Human Resources. This position will remain open until filled.

[CLICK HERE TO APPLY](#)

TNO is an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code. Should you require accommodation at any stage of the recruitment process, please contact 416-467-0126.

We thank all applicants for their interest but only those selected for further consideration will be contacted. For more information visit: <http://www.tno-toronto.org>.