

**Organization Profile:** The Career Foundation offers a wide range of career and job related programs. Since its inception in 1988, The Career Foundation has steadily expanded its services. Operating out of seven locations, we now help thousands of people each year successfully accomplish their employment goals. The Career Foundation receives funding from *Employment Ontario*, Service Canada, and private sector companies. For more information please visit our website at [www.CareerFoundation.com](http://www.CareerFoundation.com).

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## Completing the Circle - Job Developer/ Outreach Worker

**Position Type:** Full-time contract

**Contract Dates:** Immediately – February 28<sup>th</sup>, 2018 (very good possibility of renewal)

**Reporting to:** Program Coordinator

**Location(s):** Mississauga

**Years' Experience:** 2+

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### Responsibilities (include but are not limited to):

#### JOB DEVELOPMENT AND JOB COACHING (85%)

- Placing youth into full time employment on a weekly and monthly basis according to the funder's requirements
- Developing 2-3 new employer contacts each week and 8-12 new employer contacts each month
- Ensuring that the employer database continues to offer diverse employment opportunities so that youth will be employed in their area of choice – prepare and submit job development/coaching activity report
- Analyzing, evaluating and interpreting collected information to assist youth in targeting the most suitable employment based on their experience, education, and existing labour market factors
- Conducting cold calling and job search workshops
- Coaching and motivating youth during the job search and after placement to ensure job retention
- Preparing youth for position specific interviews, i.e. conduct mock interviews as needed
- Arranging sufficient and appropriate job interviews for youth
- Ensuring the quality of the placements by appropriately matching the youths' skills with the job requirements and meeting the funder's criteria
- Demonstrating a good understanding of the positions that youth are applying for and clarify questions youth may have
- Reviewing youth job search material prior to sending them to employers
- Visiting employers to initiate and maintain the relationship
- Conducting accurate assessments of youth based on the program eligibility requirements and ensure all mandatory forms are completed
- Participating in community events, job fairs and such activities to inform job seekers about CTC and recruit them for the program
- Working effectively as part of a team, this includes demonstrating a willingness to be cross-trained

## **OUTREACH & RECRUITMENT (15%)**

- Assisting in the recruitment of new clients through community outreach
- Presenting the program to community partners and applicants in a clear manner ensuring that they understand the program objectives and the time requirements
- Strong familiarity with community partners, employers and stakeholders within the Region of Peel and surrounding area
- Preparing and submitting outreach activity report

### **Qualifications/ Skills Required:**

- College Diploma or University Degree in Marketing, Business, or related experience
- A minimum of 2 years direct service experience in recruitment, job development and job coaching
- 2 years work experience in social, health or related fields
- Understanding of, and ability to effectively apply the principles of, the sales process to generate job leads and secure positions for clients
- Vocational counselling/ placement experience with multi-barriered individuals considered a strong asset
- Knowledge of local labour market, job search strategies and techniques
- Valid Ontario driver's license and reliable vehicle is essential for local travel and traveling to different Career Foundation locations
- Have a flexible approach to work to ensure that all requirements of the program are met

**Application Process: Candidates please send cover letter and resume to [jobs@careerfoundation.org](mailto:jobs@careerfoundation.org) address to The Hiring Committee. Remember to quote the Job Title of the position you are applying for in the Subject Line of your email. No phone calls please. Thank you for your interest in The Career Foundation.**