

**POSITION: JOB DEVELOPER AMENDED**

**JOB POSTING #: 2014-0122**

<b>DEPARTMENT:</b>	Employment & Social Services	<b>UNION:</b>	543
<b>POSTING TYPE:</b>	Corporate	<b>JOB CODE:</b>	543238
<b>POSTING STATUS:</b>	Regular Full-Time	<b>POSITION #:</b>	4984
<b># OF POSITIONS:</b>	1	<b>GRADE/CLASS:</b>	0.16
<b>SHIFT WORK REQ'D:</b>	No	<b>SALARY RANGE:</b>	\$29.23 to \$34.38 per hour
		<b>HOURS PER WEEK:</b>	33.75

### DUTIES:

Reporting to a Supervisor, to 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 counseling 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. Occupational Health and Safety duties as outlined in the Corporate Health and Safety program. Will perform other related duties as required.

### QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma, plus three (3) years post secondary school education from a community college or university in Social Sciences or Business Administration / Business Marketing diploma or degree, or Ontario Ministry of Education equivalencies,
- Must have over three (3) years progressive experience in a social services setting with knowledge of Ontario Works, Federal and Provincial programs and other resources.
- Must have operating knowledge of the Microsoft Office Suite of Products (Word, Excel, etc).
- 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.
- 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

### POSTING SPECIFICS:

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|------------------------|--|
| <b>Posting Period:</b> | <ul style="list-style-type: none"> <li>• <b>Friday, May 16, 2014 at 8:30 AM to Friday May 23, 2014 at 4:30 PM</b></li> <li>• <b>APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.</b></li> </ul>   |
| <b>Who May Apply:</b>  | <ul style="list-style-type: none"> <li>• Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.</li> </ul>   |
| <b>How To Apply:</b>   | <ul style="list-style-type: none"> <li>• Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.</li> </ul> |
| <b>Apply To:</b>       | <ul style="list-style-type: none"> <li>• In person to the Human Resources Department or one of the Customer Care Centres</li> <li>• By faxing your Job Transfer Form and resume to the Human Resources Department</li> </ul>                                     |
| <b>Updated:</b>        | <ul style="list-style-type: none"> <li>• By Human Resources on May 16, 2014</li> </ul>   |