



## Employment Posting for Richmond Youth Services Agency

Posting# YERC-150210-JD Posted: 15-02-10 closing date: 05-03-10

Duration: Full Time, Contract

RYSA seeks a dynamic person to help our clients find meaningful employment. This position will work with clients to find employers and jobs that fit their skills and abilities. From marketing the client, to helping them succeed on the job this position will support clients transitioning to successful employment. If you are a positive person, well organized, outgoing, a team player, have proven marketing skills, well developed networking abilities and take pride in exceeding expectations we are looking for you. A second language is an asset in this position. Only applications selected for interviews will be contacted. Please refer to the job details below and submit your resume and cover letter describing how you will be able to exceed the expectations for this position.

Submit your letter of interest to the hiring committee referencing **YERC-150210-JD** in your application by email at [employment@rysa.bc.ca](mailto:employment@rysa.bc.ca) , by fax at 604-271-7626 and by mail to #100-7900 Alderbridge Way Richmond BC V6X 2A5.

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<b>Position Title:</b>	Job Developer/Vocational Counsellor
<b>Program:</b>	YERC
<b>Department:</b>	<b>Employment Services Division</b>
<b>Status:</b>	Bargaining Unit
<b>Grid:</b>	Grid 11 (under review).
<b>Headquarters:</b>	100-7900 Alderbridge Way

### Qualifications:

A diploma in social work, education, psychology, and a career practitioner certification or a related field is required. One year of job development and marketing experience or equivalent combination of education, training, and experience. Direct program delivery experience with youth and adults receiving government assistance is required. Demonstrated working knowledge or specific employment related support services, applicable legislation, regulations, and current challenges in the employment support service area. Proven experience in the development and delivery of employment supports, job search activities and career development. Prefer experience of developing and delivering employment and life skills related workshops, assessment tools and using client and contact management software. Proven experience in developing individualized employment opportunities for clients with barriers to transitioning to employment. Experience with networking, promotion, marketing and relationship management with employers is preferred.

### General Skills and Abilities:

The Job Developer must possess the following:

- well developed interpersonal, counselling, conflict resolution, oral and written communication skills;
- a demonstrated ability to teach skills in both one-to-one and group settings;
- good organization, time and general management skills;
- an ability to work in a stressful environment often dealing with crisis situations;
- a well developed knowledge of group process and facilitation techniques;
- solid understanding of EAS programs, services and supports;
- sound understanding of Labour Market Information, EI benefits and supports, and community resources;
- Solid marketing and promotional skills in relation to clients and programs;
- an ability to work as part of an effective team with other program staff and community professionals;
- good assessment skills and judgment in working with clients;
- Solid understanding of essential skills;
- Proven understanding of job development techniques, and employer relations;
- Ability to manage, develop and maintain successful relationships with partners; and
- Sound administration, computer and reporting skills.

### Summary Statement

The Job Developer is responsible for promoting job search participants to the employer community and liaising with employers to obtain job leads and to identify jobs that are suitable for clients of the centre. This includes working closely with the program team to ensure that support and efforts reflects participant needs, abilities and employment goals. You



will coach, support and monitor clients in the initial stages of employment and maintain relations with employers. The job developer is expected to keep up with changes in the field, and have/maintain current knowledge of local job market,

trends, demands and sectoral requirements. The position works collaboratively with clients, other service providers and the staff team to positively engage and support youth to overcome barriers in their transition to employment. You will manage client information and data, produce required reports and updates for the program or clients as required. Through conducting regular follow up and outreach to clients, partners, employers and community service providers you will promote and monitor success for the clients and program. There are clear outcomes and expectations, you will be expected to manage your case load and ensure quality service objectives and program outcomes are met. A vehicle and drivers licence are required for this position.