



Career Opportunity: Job Developer Full Time

Be a Part of the Interval House Team:

Our Mission: As Canada's first shelter for women and children experiencing abuse, we remain trailblazers in the campaign for women's empowerment and independence, providing innovative, specialized and transformative services that help to break the cycle of intimate partner violence.

Interval House provides a continuum of services which includes integrated and specialized services related to programs that help build economic self-sufficiency (BESS) such as **employability skills coaching**, outreach, supportive counselling, advocacy, housing and legal and support.

Job Summary:

The **Job Developer's** position will enable you to utilize your planning, implementation and evaluation skills in clients' career development within the social services sector. Your communication, negotiation and networking skills will encompass marketing the Building Economic Self Sufficiency (BESS) programs, recruit, develop and retain strong business relationships with potential and existing employers, work-related opportunities and connections that will facilitate the Community Programs' clients to re-build their lives productively within their communities.

Duties and Responsibilities (not limited to):

- Coach clients throughout job search and retention as latent effects of abuse are triggered
- Determine the client's skills and abilities, employment interests and barriers to securing and retaining successful employment
- Market the BESS program to employers.
- Create job placement opportunities through cold calling both through the telephone and in-person.
- Conduct outreach activities to market the program to potential referral sources
- Deliver presentations and information sessions
- Maintain, analyze program statistical data, prepare and deliver accurate and timely monthly and annual reports
- Research labour market information and resources

Job Requirements & Competencies:

- Education: Career Development and/or Social Services Diploma
- Minimum of two years' experience relevant to job development/coaching
- Knowledge and understanding of the target group, employment legislations, labour market information and resources in Toronto
- Effective group facilitation and presentation skills
- Ability to establish and sustain a solid working relationship with employers, stakeholders, and clients through a commitment of delivering a high level of customer service at all times
- Proven ability to provide client's case management to establish realistic job related/training goals
- Knowledge of the issues relating to Intimate Partner Violence
- Demonstrated skills in Microsoft Word, Outlook, Excel,
- Access and ability to use client case management database
- Analytical, planning, organizing and reporting skills – verbal and written
- Ability to manage conflicts
- Emphasis on delivery of results in a timely manner and emphasis on quality and quantity standards with great attention to detail
- Demonstrated ability to exercise flexibility when needed
- Capable of managing emotional stress
- Ability to build and foster reliable work relationships within a diverse work environment
- Consistent ability to demonstrate professional behavior and respect for boundaries
- Demonstrated ability to work as part of a team and to work with minimal supervision
- Must be flexible with workdays and/or hours

Please submit your cover letter and resume to:

Attention: Human Resources / Subject line: **JOB DEVELOPER** / Email: personnel@intervalhouse.ca

Good to Know:

We thank all applicants, however, only applicants with the required qualifications and competencies will be contacted.
Must be legally eligible to work in Canada and/or must have a valid work permit that allows the candidate to fulfill the requirements of the role.
All successful applicants must undergo a police vulnerable sector check.

Interval demonstrates its commitment to equity, diversity and inclusion, respect in the workplace and does not condone any form of discrimination and workplace violence.