



University  
of Victoria

### Position Description

Job Title	Job Developer (Temporary Part-time)
Hours	17.5 hours/week
Start Date	April 4, 2016 – Dec 4, 2016 (with possibility to extend)
Salary	\$22/hr
Reports to	TeenWork Program Manager

#### What is CanAssist?

CanAssist is a unique and innovative program at the University of Victoria ([www.uvic.ca](http://www.uvic.ca)) focused on using resources and expertise within the University and the greater community to develop and deliver technologies, programs and services for people with special needs. More information on CanAssist can be found at [www.canassist.ca](http://www.canassist.ca).

#### Position Description:

TeenWork is a program offered by CanAssist that provides the opportunity for teens with barriers to employment to secure successful and meaningful part time employment while they are attending school. The TeenWork team consists of Job Coaches, a Job Developer, and a Program Manager.

The primary objective of the Job Developer position is to assist youth in obtaining employment through Job Development and Customized Employment Development. Through engaging with employers and developing employer connections to connect youth with jobs, the successful candidate will be responsible for increasing employment outcomes, and assisting TeenWork participants in finding appropriate employment within their communities. This comprehensive and collaborative process involves determining the employment needs of the participant, connecting with potential employers, and facilitating job placements. In this position, the Job Developer will work primarily on the youth's behalf. In addition to Job Development duties, this task will involve Job Coaching as necessary (Job Coach tasks listed below). Because of the varied nature of the participants' work shifts and availability, the Job Developer must also be flexible with working hours in order to meet the needs of the participants; often working evenings or weekends. Additionally, the Job Developer will assist with administrative duties such as developing forms, client tracking and journal/database entries regarding the teen's progress. The Job Developer will also get the opportunity to attend networking and best

practice forums with in the employment support service community to expand their knowledge and meet with professionals working in this field.

The Job Developer reports to the TeenWork Program Manager of CanAssist at the University of Victoria.

The critical tasks inherent in this position include, but are not limited to:

- Job Development – finding and/or modifying existing job opportunities by marketing the skills of individuals facing employment barriers, and effectively networking to develop and nurture ongoing collaborative relationships with employers and community organizations;
- Working with the participant to establish potential employment opportunities and to develop effective job search approaches and employer networking strategies;
- Meeting with employers to provide information about available supports and services as required, to effectively support participants and Employers in achieving sustainable Labour Market Attachment;
- Negotiating on behalf of the participant (to the level required) and in collaboration with Employers;
- Looking at the specific aspects of an existing job and negotiating to adjust the work tasks in order to create a job suitable for the participant, which also meets the needs of the Employer;
- Ensuring processes are in place to enable individuals to actively participate in the selection of their own job and work conditions;
- Utilizing effective negotiation strategies that ensures the job duties of the position will meet the needs of both the participant and Employer;
- Refining and finalizing the job description, duties and tasks to the level required in order to meet the unique needs of the participant and Employer; and
- Arranging interviews between the Employer and the participant that meets the needs of each party;
- Assisting participants to negotiate salary, working hours, job descriptions, and terms and conditions of employment; and
- Documenting all progress in CanTrack including job leads, job search activities, negotiations, and contact with employers and participants until the participant has a suitable employment opportunity - including final negotiations, job duties, hours and rate of pay, equipment and tools required for safety;

Job Coach tasks may include the following critical tasks:

- Facilitate the Discovery process with new youth to draw out their skills, strengths, and weaknesses for the purpose of creating a participant profile;
- Assist teens in creating resumes, cover letters and practicing interview and other employment skills;
- Support the teens while they work and encourage them to increase their independence;

- Help to facilitate communication between the teens, their co-workers and employers;
- Ensure open communication between yourself, the teens, the employers and the teen's family;
- Facilitate regular check-ins with the employer and the family;
- Report to, and communicate day to day, with the TeenWork Program Manager;
- Keep weekly journal entries;
- Research job duties in various working environments by speaking to employers and employees in order to identify potential employment matches for TeenWork participants;
- Maintain a flexible working schedule to adapt to the variable schedules of the youth participants; and
- Other duties as required.

### **Required Skills and Qualifications:**

Our ideal candidate must have a sincere interest in networking, identifying opportunities, and consulting with Employers to identify appropriate and meaningful positions within the community. The individual must have a solid knowledge of the local community's appropriate resources and services, including a demonstrated depth of knowledge and understanding of current labour market information, effective job placement and job search techniques. A relevant combination of education, professional experience and industry training may be considered.

The successful candidate will have outstanding communication skills, both oral and written, and the ability to effectively organize and prioritize a wide range of tasks efficiently. Additionally, they will be strong on the technical side and utilize these skills to support their ability to successfully and collaboratively assist clients in finding and maintaining suitable employment opportunities. Experience working directly with young people with disabilities is an asset, and the successful candidate must have availability for flexible shifts, with work hours based on participant and employer work schedules. Valid Driver's License, standard first aid and Criminal Record Check with vulnerable persons check required.

Please respond by email and attach a cover letter and resume with references outlining your experience and qualifications. Applications must be received by 4pm Friday, March 4<sup>th</sup>, 2016. Please send your email to [ahindle@uvic.ca](mailto:ahindle@uvic.ca) .