



## Internal / External Employment Opportunity

### Job Developer

### WorkBC Programs

### Chilliwack location

#### Why you should apply with us:

At [MOSAIC](#), we take pride in having a supportive, diverse, and inclusive workplace where employees can trust that their ideas and contributions are valued. We have been recognized in the [2019 List of Best Workplaces™ in Canada \(100-999 employees\)](#) and the [2020 list of Best Workplaces Managed by Women](#) by the Great Place to Work® Institute. With over 40 years of experience, we're one of the largest settlement organizations in Canada engaging 350 staff and more than 600 volunteers. Our employees benefit from incorporating many diverse perspectives, taking part in training and career growth opportunities. Come join a vibrant organization and make a difference in someone's life today!

#### Join our team!

MOSAIC is seeking a positive, client-centered, results-oriented person with excellent communication skills and a self-starter attitude who can build and maintain employer relationships and generate employment opportunities for clients.

#### POSITION:

**Job Developer**

#### DEPARTMENT:

**Employment, Language, & Social Enterprise Services**

#### ABOUT THE POSITION:

Job Developers are responsible for building lasting relationships with local employers and creating work experience opportunities that lead to long-term sustainable employment opportunities for clients. The Job Developer works collaboratively with the WorkBC Client Services Team to support clients towards successful job attachment outcome.

#### KEY RESPONSIBILITIES:

- Understand WorkBC program service policies and contractual obligations, and understand the role a job developer plays in achieving these goals (i.e. KPMs and contractual outcomes)
- Work collaboratively with Employment Counsellors and Employment Skills Facilitators to understand clients' needs and occupational goals and implement strategies to secure employment
- Maintain and monitor client progress to successful job attachment outcome by building a strong rapport with clients and employers,
- Document the clients' progress in achieving the goals outlined in their work experience plan and pro-actively address issues to ensure successful long-term job sustainability
- Maintain an excellent working knowledge of local employment opportunities via cold calling, attending networking events, and engaging with local boards of trade, etc.
- Develop an ongoing relationship with employers and maintain such relationship using the Employer Relations Management database



- Coordinate employer engagement events, such as job fairs, industry presentations, work site visits, etc.
- Curate job postings and communicate opportunities to the Client Services Team and clients (e.g. via e-mail, job boards, etc.)
- Secure placement opportunity for clients by screening them, referring resumes to employers, and following-up to ensure successful placement or to solicit feedback from employers
- Provide on-site job coaching to clients as needed

#### **MINIMUM QUALIFICATIONS:**

- Post-secondary degree, certificate or diploma in career or employment development, social work, adult learning, human resources management, psychology, or counselling or a combination of coursework and 2 or more years of experience in:
  - Working with individuals with complex barriers and a broad range of cultural backgrounds including people referenced as members of the Client Inclusion Groups identified by the Ministry (Indigenous People, Francophones, Immigrants, Persons with a Disability, Multi-Barriered, Survivors of Violence and/or Abuse, Youth (including Youth at-Risk) and/or,
  - Working in Marketing, Sales or Human Resources roles
- Sound knowledge of the Employment Insurance Act, BC Employment and Assistance program and WorkBC Employment Program policies
- Current and satisfactory Criminal Record Check required
- Valid Driver's License
- Have access to reliable vehicle

#### **DESIRED SKILLS AND QUALIFICATIONS:**

- Excellent inter-personal verbal and written communication skills,
- Experience providing customer service and resolving issues both in person and in a virtual service delivery environment,
- Experience building partnerships with community agencies, employers, and other stakeholders
- Experience conducting and interpreting client needs assessments
- Experience coaching and mentoring clients
- Ability to work co-operatively in a team environment,
- Strong organizational and time-management skills,
- Proficient in Microsoft Windows and Microsoft Office software such as Word, Excel, Access, Outlook, Teams, and Integrated Case Management system (ICM),
- Tactful, discreet, diplomatic, patient, flexible and possesses cultural sensitivity and excellent judgement in decision-making
- Critical thinking skills: ability to process and organize facts, data and other information to define a problem and develop effective solutions

#### **BONUS SKILLS/CERTIFICATIONS:**

- Career Development Practitioner certified will be considered an asset
- Proficiency in a second language will be considered an asset

**This is a full-time position.**

**STARTING PAY:**

Annual salary based on experience and qualifications

We offer a competitive benefits package with contracts of at least one year in length, offering a minimum of 17.5 hours of work per week.

**HOW TO APPLY:**

Please apply via email. In the subject line of your email, please type:

**“Your Name – Job Developer, Chilliwack”** Please submit a cover letter and resume in PDF/Word format.

Address your cover letter to:

Hiring Team – Employment Programs  
5575 Boundary Road  
Vancouver, BC V5R 2P9

Email both the cover letter and resume to [employmentprograms@mosaicbc.org](mailto:employmentprograms@mosaicbc.org)

We thank all applicants for their interest. However, only applicants considered for an interview will be contacted. Before applying, you must be legally permitted to work in Canada through citizenship or permanent resident status. If you have a work permit, please ensure that it allows you to work for the duration of the position.

**DEADLINE TO APPLY:**

Ongoing until filled

**POSTING DATE:**

January 27, 2021



*MOSAIC is committed to promoting equal employment opportunities for all members of the community*