

Position Title: Job Developer / Industry Placement Specialist (Maternity Leave Contract)

Department: Integrated Employment Services

Location: Windsor-Essex County, Multiple Locations

Reports to: Programs Manager & Programs Coordinator

Employment Status: Full-Time (Contract)

Schedule: Monday to Friday, 35 hours per week. Flexibility for evenings and weekends as required.

Position Summary:

WEST is seeking an experienced **Job Developer / Industry Placement Specialist** to join the Integrated Employment Services department. The successful candidate will provide employment services to individuals facing barriers to the workforce, helping clients with job development, career guidance, and making employer connections in the Windsor-Essex area. This outcome-driven role requires a focus on meeting employment and other related targets while supporting clients in securing and retaining employment in the job market.

Key Responsibilities:

Job Development & Employer Outreach:

- **Employer Engagement:** Build relationships with local employers and organizations to increase job opportunities for clients, including those in the hidden job market.
- **Workplace Placements:** Facilitate work placements aligned with client skills and employer needs, job trials, internships, and part/full-time work.
- **Job Matching:** Match clients to job opportunities based on skills and career goals, ensuring placements lead to sustainable employment and contribute to achieving placement and employment outcome targets.
- **Employer Education:** Educate employers on hiring incentives, financial support programs, and the benefits of diverse hiring.
- **Workplace Support & Follow-up:** Conduct site visits to monitor job placements, address any challenges, and provide ongoing support to both clients and employers to ensure continued job retention and success.

Employment Counselling & Client Support:

- **Client Needs Assessment:** Conduct individual assessments to understand client barriers, career goals, and skills. Develop tailored Employment Action Plans (EAPs) that align with employment outcome targets and client needs.
- **Career Guidance:** Provide one-on-one support in areas such as job search strategies, resume building, interview preparation, and understanding workplace culture.
- **Job Readiness & Skill Development:** Offer workshops and group sessions to help clients build essential job readiness skills (e.g., time management, professional communication, and interview techniques).
- **Resource Coordination:** Assist clients in accessing community resources and programs that can help remove barriers to employment, enhancing employability and contributing to meeting intake and placement targets.
- **Job Retention & Follow-up:** Ensure post-placement success by providing ongoing support and coaching to help clients retain their jobs and continue progressing in their careers.

Administrative & Reporting Duties:

- **Documentation & Case Management:** Maintain accurate client records, documenting interactions, assessments, and progress toward employment goals in compliance with program guidelines.
- **Data Entry & Reporting:** Input data into database, Jobs Portal and Employment Ontario case management system and prepare reports on service outcomes, client progress, and achievements of placement and employment targets.

Community Engagement & Promotion:

- **Workshops:** Develop and facilitate workshops to engage clients, employers, and community partners while promoting the services provided by WEST.
- **Community Partnerships:** Build and maintain strong relationships with local organizations to enhance employment opportunities for clients.
- **Outreach and Networking:** Contribute to increasing client intake and employer engagement. Employees may be required to attend events, meetings, or other activities outside of regular work hours, including evenings and weekends, as needed to support organizational goals.

Qualifications:

- **Education:** University Degree or College Diploma in Social Sciences, Human Resources, Social Work, Business, Career Development, or a related field. Career Development certification is an asset.
- **Experience:**
 - 2-5 years of experience in job development, employment counselling, or a similar role.
 - Proven track record of meeting employment outcomes and other targets.
 - Strong experience in employment counselling, employer outreach, and facilitating work placements
 - Knowledge of the Canadian labor market, employment trends, and workplace regulations.
- **Skills:**
 - Excellent communication and interpersonal skills.
 - Strong organizational skills with the ability to prioritize tasks and meet targets.
 - Proficiency in MS Office, client management software, and social media tools.
- **Other Requirements:**
 - WEST of Windsor currently operates out of multiple locations. WEST reserves the right to transfer employees between various work locations as needed, at any time, based on organizational requirements and operational needs.
 - Candidates are required to have a valid driver's license and their own vehicle

How to Apply:

- Submit your cover letter and resume to careers@westofwindsor.com. WEST of Windsor Inc. values diversity and encourages all qualified individuals to apply.
- Only candidates selected for an interview will be contacted.