

<b>Position:</b>	Job Developer		
<b>Location:</b>	Employment Access		
<b>Hours of Work</b>	Monday - Friday 40 hours 9:00am - 5:00pm		
This is a Regular Full Time Position within the Bargaining Unit			
<b>Posting Date</b>	February 21, 2018	<b>Closing Date</b>	February March 9, 2018

To apply, please forward your resume to [humanresources@clham.com](mailto:humanresources@clham.com)

### **Overview**

Job Developers build relationships with employers and create a pipeline of appropriate job placement opportunities for our clients. Job Developers act as the link between community employers and the Employment Supports Coaches. Job developers participate in business development and outreach activities, acting as the primary ambassador of Employment Access in the employer community.

### **Qualifications**

- Post-secondary education in Social Work, Human Resources or equivalent. Additional formal education in job development and employment supports is strongly preferred.
- 2+ years experience working in job development, with experience supporting clients with developmental disabilities preferred
- Knowledge of the Employment Standards Act, Ontario Works, the Ontario Disability Support Program (ODSP), and related government employment support and disability support programs
- Thorough knowledge of administrative software programs, including MS Excel, Word, and Outlook
- Strong organizational skills
- Effective customer service/client service skills, with an emphasis on active listening, effective communication, and tact.
- Knowledge of, and commitment to, the philosophy of inclusion
- Excellent observation skills and written and verbal communication skills
- Proven ability to demonstrate cultural competency with the ability to address service needs in a diverse client group
- Fluency in a language other than English preferred
- Experience with diverse client groups preferred (age, culture, program type, etc.)
- Additional formal training in additional topics relevant to the position strongly preferred

***Community Living Hamilton welcomes applications from candidates with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.***

### **Core Competencies**

<b>Advocating for Others</b> Helping build understanding and awareness to remove barriers and achieve inclusion.	<b>Working with Others</b> Communicating to reach understanding in others and yourself and then working together to meet shared goals.
<b>Creativity, Problem Solving &amp; Decision Making</b> Understanding a situation, exploring options and making the best choice to achieve success.	<b>Helping Others Achieve</b> Providing support and guidance to others, building on strengths and encouraging others to work towards their goals.
<b>Initiative</b> Taking the action needed to follow through on plans and act on opportunities and address concerns.	<b>Interpersonal Relationships &amp; Respect</b> Dealing with people in a sensitive and respectful manner. Listening & understanding perspectives.
<b>Resilience</b> Continuing on, even in difficult situations and being willing to take a stand for what is right.	

***An equivalent combination of Education, Experience and Ability acceptable to the Director and Manager may be considered.***

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