



JOB POSTING

Title: Job Developer

Position Status: Full-time, Permanent

Salary: 40,000-45,000 negotiables based on experience

Office Location: Dartmouth Wyse Road Location

Are you an individual with a passion for assisting and mobilizing individuals to achieve their potential? Do you enjoy being a team player who can also take the initiative and work independently? If so, we'd love to hear your story...

The YMCA of Greater Halifax/Dartmouth is looking for a dynamic leader and connector of people to join our team as **Job Developer**

The YMCA Experience

At the YMCA we know that our ability to partner with others in our community is through the passion and dedication of our employees and volunteers. In joining the YMCA you will become part of a dedicated network of individuals with great passion for providing a holistic support to the communities in which we serve.

Since 1853 the YMCA of Greater Halifax/Dartmouth has been connecting Nova Scotians to build healthy communities. As a non-profit charity we provide vital services, including Health, Employment, Childcare/Camps, Immigrant Services, and Youth Development.

The Opportunity

With funding from Employment Nova Scotia, The YMCA of Greater Halifax/Dartmouth Employment Programs deliver a comprehensive service for unemployed individuals in the HRM area. We provide one-on-one coaching, employment assessments, needs determination, case management, job development as well as linking clients to appropriate community resources.

As a Job Developer, you will:

- Direct client marketing to potential employers
- Recruit employers to hire our job ready clients
- Arrange wage subsidies where appropriate ie. START program
- Document client activity, interventions and statistics on data base system
- Provide follow up and support to clients during the job search process
- Submit monthly statistical and activity reports to your coordinator
- Assist clients in Resource/Job Search Centre
- Coordinate the setup of employers in our resource center hosting mini job fairs
- Facilitate employment maintenance workshop when needed to help remove barriers as identified
- Work as part of a team delivering employment services to the community

We Offer

- Participation in Comprehensive Group Benefits and Pension Program
- Strong Work Life Balance Programs (i.e. Flexible Work Arrangements, Paid Personal and Vacation Days)
- Discounted Childcare and Camp Rates



What you Bring

- Post- secondary education in Human Service field or related field of study or a combination of education and work-related experience
- Demonstrated experience in client services and facilitation
- Direct experience working with diverse groups
- Knowledge of community programs and resources
- Demonstrated ability to work with unemployed persons who face barriers to finding and maintaining employment
- Experience in Micro Soft Word, Internet/ Email and use of data base programs
- Ability to work independently and as part of a team
- Strong interpersonal skills including tact, diplomacy, and ability to establish rapport
- Demonstrated ability to display sensitivity, managing expectations and diplomacy for internal and external contacts
- Excellent verbal, written communication skills, including presentation/ facilitation skills
- Valid Nova Scotia Driver's License or access to reliable transportation
- Bilingualism as asset
- **Note: Successful candidates will be required to provide a current and satisfactory Criminal Record Check/Vulnerable Sector Check, Child Abuse Registry Check, and proof of valid First Aid and CPR training.**

Apply Today

Please email your cover letter and resume in one document quoting job posting in subject line by noon on December 8th, 2017 to novascotiaworks@halifax.ymca.ca . We look forward to hearing your story.

No phone or email inquires please. Only those selected for an interview will be contacted.

The YMCA of Greater Halifax/Dartmouth values the diversity of people and communities and is committed to excellence and inclusion in our Association. We are committed to an environment that is barrier free. If you require accommodation during the hiring process, please inform us in advance to arrange reasonable and appropriate accommodation. We encourage all applicants to self -identify