



## Internal/External Job Posting

### Placement Supervisor

Tropicana Community Services, a Toronto-based multiservice organization, provides all youth, newcomers, people of Black and Caribbean heritage and others in need with opportunities and alternatives that lead to success and positive life choices. Our mission is achieved through culturally appropriate programs such as counselling, child care, educational and employment services, and youth development.

**Summary:** This challenging position would suit individuals who possess the skills normally associated with the sales and marketing field, and who have an interest in working with employers and clients from our diverse community.

**Primary Function:** To outreach to the Employer Community and generate employment opportunities in the competitive labour market for our Toronto Youth Job Corps client.

#### **Areas of Responsibilities**

- Develop and fill 10 placement opportunities/job orders for new candidates per month
- Maintain a 75% success rate, that is, 75% of candidates placed through the department must be employed three months after the end of the placement contract
- Identify good sources and prospect for job leads
- Liaise with on-site employment Life Skills staff to identify client interest and profile, and focus job development process accordingly
- Promote agency services and candidates to employer community
- Influence positively employers' decisions in hiring TEC candidates
- Determine employer needs and clarify job requirements
- Screen resumes and liaise with counselling staff to identify appropriate candidates
- Refer appropriate candidates to employers
- Match candidates with job requirements in conjunction with Pre-Placement Supervisor
- Follow-up on referrals made to employers and close on employer's choice of candidate
- Negotiate placement duration and subsidy level with employers
- Evaluate work sites to ensure safety standards and appropriate training conditions
- Provide employers with administrative documents and communicate procedures re completion
- Prepare contracts and training agreements, training plans and arrange for employer signatures
- Provide counselling staff with updates and feedback about client activities and status
- Make presentations to individual employers and business groups
- Evaluate results, record weekly activity and submit reports to supervisor
- Work with employers to identify their workforce development needs and find solution to address those needs
- Connect with non-profit organizations and facilitate training opportunities for TYJC clients
- Work with non-profit organizations and employers to identify their workforce development needs and find solution to address those needs

- Input employers and clients information into Internal Database
- Adhere to the policies and procedures of Tropicana Community Services
- Represent the organization in a professional manner at all times

### **Health & Safety**

**Proactively supports the health and safety of the organization.**

- Follow all Health and Safety rules and regulations as prescribed by the Act.

### **Other Duties**

**Proactively contributes to the organization.**

- Initiates or assists with other projects as required.

### **Skills and Qualifications Required**

- Post-secondary education in Sales and Marketing
- Proven sales record
- Minimum of 2 years of experience in recruitment, job development and/or social services related field serving multi-barriered youth
- Understanding of, and ability to effectively apply the principles of the sales process to generate job leads and secure positions for clients
- Knowledge of local labour market, job search strategies and techniques
- Excellent negotiation and presentation skills
- Marketing training with a proven sales record
- Excellent organizational and time management skills
- Knowledge of current labour market trends
- Experience working with youth, adults, newcomers and persons with disabilities
- Excellent written communication skills
- Self-directed and results-oriented (ability to set priorities and remain focused on results)
- Ability to work
- Computer literate (knowledge of Microsoft applications and Internet)
- A valid Ontario driver's license with access to a reliable vehicle for local travel

### **Working Conditions**

- Location Tropicana Community Services
- Environment Office and on the road
- Mobility Travel required
- Hours 9:00 a.m. – 5:00 p.m. generally; will vary according to the needs of Employers
- Dress Code Business Professional

**Reports to: Program Coordinator**

**Email Resume:** [JDEmployment@tropicanaemployment.ca](mailto:JDEmployment@tropicanaemployment.ca)

**Closing: Monday, June 9<sup>th</sup>, 2017 at 5:00 pm**

*We thank all candidates for the interest shown, however, only those selected for an interview will be contacted. No telephone calls please. Criminal reference check is required.*

*Tropicana Community Services offers accomodation for applicants with disabilities in our recruitment processes. If you are contacted, please advise if you require accomoation.*