



## JOB POSTING

### COORDINATOR – JOB DEVELOPMENT AND PLACEMENT SERVICES

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, childcare, educational and employment services, and youth development.

**Primary Function:** To provide leadership to the job development team in generating employment leads and placing JMPI participants.

**Leadership:**

- Provide leadership and support for the JMPI team in meeting program objectives
- Coordinate work functions among team members to ensure coordinated team approach to service delivery
- Supervise program staff and provide guidance in helping team members work collaboratively.
- Schedule and facilitate team meetings
- Provide guidance to the job developers in recruiting new employers, maintaining an active employer base, negotiating training agreements and developing training plans
- Monitor daily activities and functions of the JMPI team
- Monitor staff around evaluation indicators; provide feedback and on-going support
- Assist in the hiring and evaluation of program staff, conduct orientation and training for new staff members and volunteers
- Monitor documentation process and procedures
- Monitor placement activity, subsidy expenditures and outcomes; advise Manager of Program and Services of changes and developments
- Monitor results and adjust program implementation plans to improve performance.
- Design an effective marketing plan; implement and evaluate marketing activities
- Liaise with Manager of Program and Services; Work collaboratively with Coordinator for Counselling department to ensure integrated service

- Make recommendations regarding strategies to improve efficiency and effectiveness; implement strategies following approval from Manager of Programs and Services.
- Establish and maintain effective relations with community partners for example YES, Springboard and YEP to ensure coordinated service delivery
- Ensure that documentation of program participants is completed and statistical information is reported in Client Tracking Management System(CTMS) database
- Support, engage and motivate JMPI team. Promote professional development.

#### **Job Development:**

- Develop a minimum of five placements per month and maintain a 70% success rate
- Conduct follow-up with employers and other service providers
- Identify good sources and prospect for job leads
- Market services to employer community and conduct presentations to business groups and trade associations.
- Liaise with community partners, develop networks and establish partnerships with key stakeholders
- Liaise with Coordinator for Counselling to identify client interest and skills base; focus job development activities accordingly
- Maintain accurate case notes and statistical information
- Coordinate monthly job fairs with diverse employers and occupations
- Develop job placement opportunities in keeping with client interests and qualifications.
- Negotiate placement duration, subsidy levels and develop training plans with employers
- Evaluate work sites to ensure safety standards and appropriate training conditions
- Perform all other job development functions as outlined in evaluation indicators document and/or job description for job developers

#### **Administration:**

- Prepare monthly reports for Manager of Programs and Services
- Coordinate staff schedules and timesheet submissions

#### **Health & Safety**

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

- Supervisors shall follow all Health & Safety rules and regulations and ensures the safety of their staff as prescribed by the Act.

#### **Other:**

- Make presentations on behalf of the agency to employers and other service deliverers
- Adhere to the policies and procedures of Tropicana Community Services Organizations as outlined in policy manual
- Represent the organization in a professional manner at all times

## **Skills & Qualifications:**

- University degree in Business Administration, Marketing or equivalent experience
- Strong knowledge and expertise in delivery and coordination of employment programs
- Demonstrated understanding of unemployment, job developing and marketing to employers
- Knowledge of current labour market trends
- Exceptional presentation skills
- Excellent written communication and interpersonal skills
- Excellent organizational skills and initiative
- Self-directed and results-oriented (ability to set priorities and remain focused on result)
- Ability to multi-task in a fast-paced environment
- Ability to work in a multicultural/multiracial environment
- Creative problem solving and demonstrates a high level of independence of action, conflict resolution and decision making
- Experience motivating, engaging, supporting and developing teams
- Strong research and attention to detail
- Work experience in a non-profit sector/social service setting
- Solid working knowledge of Employment Ontario programs and Employment Ontario CaMS system
- Experience facilitating career and employment workshops
- Computer literacy (knowledge of Microsoft applications and Internet)

## **Working Conditions:**

• Location	Tropicana Employment Centre
• Environment	Office, indoor
• Mobility	Travel required; car essential
• Hours:	9:00 a.m. – 5:00 p.m. generally; will vary according to needs
• Extended Hours	Occasionally
• Dress Code	Professional business attire

**Reports to:** Manager, Programs and Services

Email to: [mjones@tropicanaemployment.ca](mailto:mjones@tropicanaemployment.ca)

**Closing: Thursday, June 8<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 disabilites in our recruitment processes. If you are contacted, please advise if you require accomoation.*