



## **Internal/External Job Posting**

### **Pre-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 identify and partner with non-profit organizations and connect youth with these organizations' to acquire hard skills training and generate employment opportunities in the competitive labour market for our TYJC clients

#### **Areas of Responsibilities**

- Connect with non-profit organizations and facilitate training opportunities for TYJC clients
- Evaluate paint work sites to ensure safety standards and appropriate training conditions
- Supervise and provide support to clients at paint site
- Conduct off site outreach and presentations to referring agencies, strong multi-tasking skills, ability to build quick rapport and trusting relationships
- Assist the Life Skills counsellor with work planning and setting of short and long term job/educational goals
- Collect and maintain accurate documentation of contacted non-profit organizations and all other job development activity for information retrieval
- Collect clients timesheets and submit to finance department for stipend payment
- Identify non-profit organizations such as churches, community centre and prospect for paint site opportunities
- Liaise with on-site employment counselling staff to identify client interest and profile, and focus job development process accordingly
- Populate a Non-profit and Employer Database with notes regarding current recruitment status and job development activities
- Regularly participate in community and business networking events, meeting, job fairs and other activities to inform the community, employers and job seekers about TYJC program
- Promote agency services and candidates to employer community and the non-profit organizations
- Support Job Development team to Influence positively employers' decisions in hiring TEC candidates
- Determine employer needs and clarify job requirements

- Screen resumes and liaise with Life Skills staff to identify appropriate candidates
- Match candidates with job requirements in conjunction with Life Skills coach staff
- Provide employers with administrative documents and communicate procedures re completion
- Prepare contracts and training agreements, training plans and arrange for employer signatures
- Provide Life Skills staff with updates and feedback about client activities and status
- Make presentations to individual employers and business groups
- Maintain accurate documentation and provide statistical information as requested
- Evaluate results, record weekly activity and submit reports to supervisor
- Maintain ongoing communication with hiring employers and continuously visit employers to initiate and maintain strong relationship in support of employment retention and future placement opportunities
- Work with non-profit organizations and employers to identify their workforce development needs and find solution to address those needs
- Conduct follow up upon completion of the paint site training to determine organizations and participant level of satisfaction with service
- 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
- 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

### **Service Recipients**

- 15-30

**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.*