

CAREER OPPORTUNITY

Position: Job Developer
Department: DaCapo Disability Services
Hours: 35 hours per week

Position Overview:

The Job Developer establishes relationships with employers and community members to assist individuals with obtaining and maintaining employment and volunteer placements. The Job Developer provides support to individuals with learning their tasks and building independence, and provides ongoing support to individuals and employers/community members to promote long-term success.

Key Responsibilities:

- Locate/create openings for employment, work experience and volunteer opportunities.
- Develop and maintain relationships with employers and community members to promote successful employment and volunteer outcomes.
- Effectively market and represent the agency, job seekers and the concept of supported employment to employers.
- Effectively match employer needs with job seeker skills and abilities to promote long term, mutually beneficial employment opportunities.
- Assess volunteer and worksites for hazards, discuss any needed accommodations and problem solve to ensure a safe and successful experience.
- Coach individuals in a variety of settings which may include physically completing and demonstrating the duties until individuals are able to complete tasks independently.
- Work in collaboration with coworkers to develop strategies to foster independence and ensure successful volunteer and employment placements for all parties.
- Communicate effectively with individuals being supported, community members, coworkers and support networks in a professional manner to ensure expectations are being met and challenges are addressed.
- Complete required documentation for multiple clients.
- Administrative duties.

Qualifications:

- Unrelated post-secondary diploma or degree. Related education would be an asset.
- Reliable vehicle, valid driver's license, registration and insurance (\$2,000,000 liability insurance).
- Excellent verbal and written communication skills.
- Must provide COVID-19 Immunization Record and be fully immunized (2 weeks after last dose) before start date.
- Strong organizational and time management skills.
- Ability to work independently as well as in a team environment.

- Ability to be flexible and adapt to changes.
- The successful candidate will be required to provide a Police Information Check.

Start date: November 1, 2021

Application deadline: October 19, 2021

Please submit, in confidence, a resume and cover letter referencing job posting DC278:

Email: humanresources@lfsfamily.ca

Web: lfsfamily.ca

We thank all candidates for their interest, however, only those selected to continue in the process will be contacted.

Lethbridge Family Services is an equal opportunity employer.

