



<b>Job Title:</b>	Program Facilitator/Job Developer	<b>Closing Date</b>	Open until suitable candidate is selected
<b>Location:</b>	11515-71 Street Edmonton, AB	<b>Requirement</b>	Driver License and reliable vehicle
<b>Level/Salary Range:</b>	To Be Negotiated	<b>Position Type:</b>	Full Time
<b>Hours :</b>	35 per week (8AM-4PM)	<b>Date posted:</b>	June 18, 2015

**Applications Accepted By:**

**FAX OR E-MAIL:**

(780)474-7765 or [sdery@decsa.com](mailto:sdery@decsa.com)

**Attention:** Shirley Dery

**RE: Facilitator/Job Developer**

**MAIL:**

Shirley Dery  
 DECSA  
 11515 – 71 Street  
 Edmonton, AB  
 T5B 1W1

DECSA is currently looking for an enthusiastic team player to join the team. This is a full time opportunity providing a balance between workshop facilitation (.5) and job development (.5).

**ROLE AND RESPONSIBILITIES**

Job Description of Job Developer:

The Job Developer is responsible for promoting job search participants to the employer community and liaising with employers to obtain job leads and to identify jobs. This includes working closely with the Case Managers to ensure the service reflects participants' needs, abilities and employment goals. In addition, the Job Developer will coach, support and monitor clients in the initial stages of employment and maintain relations with employers.

Duties and Responsibilities of this position include but are not limited to:

- Coordinating and conducting marketing and outreach activities to community agencies, organizations and employers
- Developing relationships with employers in a variety of industries to ensure successful job development for clients
- Locating job openings for clients based on their individual skills and abilities
- Working with participants on an individual basis regarding their job search progress and activities
- Remaining current on market trends and the most effective job search strategies and job retention techniques
- Maintaining and updating employer database and tracking system
- Completing reports and documentation on activities as required



#### Job Description of Workshop Facilitator:

The Workshop Facilitator assists clients with understanding self, building on their assets, planning for a future, gaining a healthy lifestyle and preparing for employment or return to education. DECSA programs are founded from a collaborative work model and use various resources to reach and assist clients in identifying needs and clarifying barriers. Experience and awareness of persons impacted by; living in poverty, unemployment, skill shortages, domestic/family violence, prostitution, addictions, literacy issues, physical or emotional illness, and persons with disabilities is essential.

#### Duties and Responsibilities of this position includes but are not limited to:

- Developing and facilitating curriculum combined with hands on activities to assist clients with learning and applying skills
- Support clients in developing realistic goals which includes life skills learning and career/education planning
- Maintain a working & collaborative relationship with program staff to ensure participants' needs are met
- Working in collaboration with program staff to identify barriers to employment and assist clients to develop job readiness skills and job search strategies
- Network with a variety of employers, educators and government agencies for the benefit of program participants
- Keep up to date on educational techniques, materials, tools and options available to share with clients
- Prepare and maintain hard and electronic copies of curriculum and related activities in an organized manner

#### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

Completion of post-secondary education and 2 years experience in human services is preferred. (Equivalency may be considered)

#### **PREFERRED SKILLS**

- Life Skill and Career Building Knowledge
- Networking skills
- Interviewing and data collection skills
- Strong written and verbal communication skills
- Ability to work with a team