



## **Job Developer / Case Manager**

Responsible for creating employment opportunities for program participants and alumni by liaising with small and medium-size construction companies; and providing job development support to program graduates.

Wage	\$50,000 to \$60,000 per year		
Employment	Full-time, permanent	Working hours	40 hours/week
Apply by	February 1 2021	Resume & Cover Letter	
Start date	February 15, 2021	Direct reports	none
Reporting to	Chief Operating Officer	Location	LEF/Learning Enrichment Foundation: 116 Industry St, York, ON M6M 4L8. (LEF)
Department Head	Chief Operating Officer		*Due to the COVID-related lockdown in Toronto, role mostly works from home until further notice from LEF
Working days	Monday, Tuesday, Wednesday, Thursday and Friday		

## **Required Experience & Qualifications**

- 3+ years of experience in job development and employer outreach/recruitment; experience working in construction trades preferred but not required
- 1+ years of experience providing case management and/or employment counselling with people who face multiple barriers
- Strong understanding of the construction industry, including labour market information and trends
- Experience in business development, sales, recruitment and B2B recruitment is considered an asset
- Experience working in a non-profit and/or people-centered environment, with strong critical understanding of anti-racism, anti-oppression, health and safety, accessibility and other issues affecting LGBTQIA2S+ and BIPOC communities in the Greater Toronto Area
- Strong crisis intervention/conflict management skills
- Strong facilitation skills, particularly in working with disadvantaged community members
- Proficient with Windows and Mac-based computer systems and Google Drive, including Google Sheets, Docs and other relevant applications; comfortable working on Zoom and other social media platforms for daily communication
- Driver's license and vehicle, an asset as travel within the Greater Toronto Area may be required

## **As a Person**

- Go-getter - You enjoy outreaching and building new relationships that will lead to opportunities for success.
- High Empathy - You're very empathetic. You understand that each person has a different lens, perspective, and journey; and you work hard to support each individual along their paths using an understanding, non-judgemental approach.
- Problem solver - You take initiative and go above-and-beyond to solve problems. You're action-oriented and know how to get things done.

- A People Person - You love people and take pride in getting along well with others. You deal with conflict openly and transparently.
- Data-driven - You believe that our program is only as good as its long-term outcomes, and believe in tracking our data to ensure we're achieving our goals.

### **Required Physical Abilities**

- Dexterity of hands and fingers to make precisely coordinated movements of the fingers to type information into a computer keyboard, mouse and to handle other office machines
- Wrist-finger speed to make fast, typing and recording of information

Building Up encourages applications from qualified candidates who reflect the diversity and inclusion in our work environment and the communities we serve. We are also committed to providing accommodations at all stages of recruitment and employment in accordance with AODA. If you are contacted for an employment opportunity, please advise the HR Manager if you require accommodation.

### **Essential Duties and Responsibilities**

Reporting to the Chief Operating Officer, the Job Developer / Case Manager - Alumni Support will perform various tasks to support the successful implementation of Building Up's alumni program, including:

- Develop and implement marketing and outreach to small and medium sized employers
- Liaise with trades employers and professionals to build networks that result in ongoing successful paid employment opportunities for trainees
- Provide case management services, including administering/coordinating various financial and social support services, using anti-oppressive, trauma-informed and culturally-sensitive approaches
- Provide employment preparation in group and individual sessions for both trainees and Building Up's staff and community partners
- Monitor all placements, supporting employers and trainees with training and ongoing follow-up to ensure successful employment outcomes
- Monitor patterns in participant barriers and suggest additions or changes where required
- Support the collection of participant and program data to inform program evaluation
- Contribute to the development of a robust network of wraparound support partners across the city who support trainees (e.g. housing, child care, financial, etc.)
- Participate in weekly case management team meetings
- Other duties as assigned