

The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services, St. Stephen's Community House and Kensington-Bellwoods Legal Clinic

JOB OPPORTUNITY

Job# TNG2025-175

POSITION TITLE: Job Developer- Bilingual	
DEPARTMENT: Employment Services	STATUS: Contract Full-time, CUPE 7797
# HRS / WEEK: 35	CONTRACT DATES: ASAP until March 31, 2026
REPORT TO: Senior Manager, Employment Services	HOURLY RATE: \$29.95
EXTERNAL CLOSING DATE: Posted until filled	

GENERAL DESCRIPTION: As part of the Integrated Employment Services team, the Job Developer – Integrated Employment Services plays a pivotal role in connecting job seekers, with a focus on Stream C clients with meaningful employment opportunities. This position involves building and maintaining strong partnerships with employers, supporting job seekers in overcoming barriers, and achieving sustainable employment outcomes in at least one language of the community (Bengali, Urdu, and/or Hindi). The ideal candidate will utilize a solution-focused approach to assist clients in finding and maintaining employment, particularly those distant from the labour market, while achieving program goals. They will work closely with employers to align their hiring needs with job seeker skills and interests, ensuring a mutually beneficial relationship. This includes facilitating job placements through Brokered Incentive Agreements (BIAs) and creating opportunities for skill development and sustainable employment. This position works out of 3036 Danforth Avenue to meet with clients with the ability to travel to various employer locations within Toronto.

MAJOR DUTIES:

- Conduct employer needs analyses to identify opportunities for collaboration
- Build and maintain professional relationships with employers, ensuring alignment with program eligibility criteria
- Organize and manage on-site visits to verify suitable and safe working conditions
- Facilitate and negotiate Brokered Incentive Agreements (BIAs) including training objectives and financial incentives
- Act as a spokesperson and champion for participants' experiences and abilities with employers, community agencies and colleagues
- Work with TNGCS Job Development team to create hiring or networking events for active IES participants, focusing on job seekers who speak Bengali as their first language
- Conduct client assessments to document employment-related strengths, needs, and goals
- Support individuals who are more distant from the labour market and will have a more challenging time in conducting their job search on their own by placing them in positions that align with their skills, interests, and vocational goals
- Arrange and oversee experiential opportunities such as job trials, job shadows, and on-the-job training
- Ensure that participating employers meet program eligibility criteria, and conduct site visit per employer prior to placement to confirm suitability and a safe work environment
- Provide documentation of a clear rationale to support the participants accessing job placements, individual supports and job retention services in accordance with the Integrated Employment Service guidelines
- Facilitate work opportunities and negotiate employment relationships using a decent work lens for participants including placement agreements and contracts that include training objectives, commitments and financial incentives. Administer contracts with employers including the timely processing and payment of financial incentives
- Manage the successful delivery of services to achieve funder and agency targets and outcomes, while ensuring excellent, individualized participant service
- Maintain accurate and timely documentation of client interactions, outcomes, and expenditures
- Utilize case management systems and tools (e.g., Salesforce, CaMS, WCG FFAI) to track progress and ensure compliance with program guidelines

REQUIREMENTS & QUALIFICATIONS

- A post-secondary diploma/degree in a relevant discipline, which may include Marketing, Sales, Recruiting, Communications, Fundraising, Human Resources, Career Counselling, or related and two years' service experience in job development, job carving, and job coaching/mentoring, with individuals facing complex barriers to employment; or a combined equivalent education and experience
- Recent experience supporting job seekers facing complex barriers to employment
- Fluency in written and spoken English and a language of South Asia, preferably Bengali, Urdu, or Hindi
- Creativity and passion for working with individuals from various socio-economic and diverse backgrounds and assisting them in finding the help they need
- Strong experience with Case Management Systems and Databases
- Ability to achieve program goals/targets including planning ahead for contingencies and identifying solutions to problems to ensure best results
- Share TNGCS's value of Decent Work for all, and in a resilient, inclusive society in which opportunity, empowerment, and social and economic justice create a better quality of life for all
- Strong digital literacy, including MS Office suite, artificial Intelligence applications (AI) and use of databases
- The willingness and flexibility to alter work schedules and regular duties to accommodate the needs of clients, the department and/or the agency
- Ability to travel within the GTA; a valid driver's license and access to a vehicle is an asset
- A current police reference check is required, which may include a vulnerable sector check

To apply, submit your resume with "TNG2025-175" in the subject line to: careers@tngcs.org

TNG is committed to reflecting the communities we serve and to nurturing a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities, gender expression and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirement