

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# TNG2026-129

POSITION TITLE: Specialist Job Developer, Integrated Employment Services	
DEPARTMENT: Employment Services	STATUS: Contract Full-Time, CUPE 7797
# HRS / WEEK: 21	CONTRACT DATES: ASAP until March 31, 2027
REPORT TO: Youth Employment & Special Initiatives Manager	HOURLY RATE: \$29.95
CLOSING DATE: Posted until filled	

GENERAL DESCRIPTION: As part of the Integrated Employment Services team, the Specialist Job Developer plays a key role in connecting job seekers who are in the receipt of Ontario Disability Support Program (ODSP) benefits, to meaningful and sustainable employment opportunities. This role is focused on building strong employer partnerships, creating inclusive hiring opportunities, and helping employers recognize the value that people with disabilities bring to the workplace. Through education, consultation and ongoing support, the Job Developer helps employers build confidence in hiring inclusively while ensuring job seekers receive the support they need to succeed. **The work location will be at 1415 Bathurst Street and 3036 Danforth Avenue to meet with clients with the ability to travel to various employer locations within Toronto**

MAJOR DUTIES:

- Develop and maintain strong relationships with employers committed to inclusive hiring and workplace diversity.
- Educate employers on the benefits of hiring people with disabilities and provide practical guidance to support successful workplace integration.
- Conduct employer needs assessments to identify hiring opportunities that align with client skills and employer workforce needs.
- Champion the strengths, talents and abilities of job seekers while addressing employer questions and concerns through education and consultation.
- Promote customized employment opportunities by matching job seeker strengths with employer business needs.
- 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
- Work closely with Employment Advisors to develop individualized employment strategies for clients who experience multiple barriers to employment.
- Match participants with employment opportunities that support long-term success while considering workplace fit, accommodations and career aspirations.
- Coordinate experiential learning opportunities including job trials, work experiences, volunteering, job shadowing and on-the-job training where appropriate.
- Prepare participants for employment by providing coaching, interview preparation, workplace expectations and confidence-building support.
- Support employers and participants during the onboarding process, ensuring appropriate workplace accommodations and natural supports are in place when required.
- Maintain regular contact with employers and participants following placement to provide coaching, problem-solving and retention support.
- Work collaboratively with Employment Advisors and other supports to proactively address workplace challenges before they impact employment success.
- Document employment activities, placements and outcomes in accordance with Integrated Employment Services guidelines and TNGCS quality standards.
- Administer employer agreements and financial incentives accurately and within required timelines.

REQUIREMENTS & QUALIFICATIONS

- A post-secondary diploma/degree in a relevant discipline, which may include Marketing, Sales, Recruiting, Communications, Fundraising, Human Resources, Career Counselling, 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
- Creativity and passion for working with individuals from various socio-economic and diverse backgrounds and assisting them in finding the help they need
- Passionate about inclusive employment and belief in the abilities and potential of people with disabilities
- Strong experience with Case Management Systems and Databases preferably EOIS CaMS and/or WCG Case Management systems
- 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
- Excellent time management, interpersonal and communication skills and the ability to work as a member of a team
- Knowledge and understanding of Toronto labour market trends, coaching and mentoring approaches to support job seekers that are distant from the labour market
- Diversity, Equity and Inclusion sensitivity and demonstrated ability to work with diverse groups; including youth, newcomers, people with disabilities, those who identify as 2SLGBTQ+ as well as people experiencing poverty and marginalization

- 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

To apply, submit your resume with "TNG2026-129" 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, color, 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. This posting is for an existing vacancy.