



Job Title: Bilingual Job Developer  
File Number: SAO\_2021-02  
Position Type: 35 hours a week, 2-year contract  
Closing Date: March 12, 2021

---

The Carrefour Communautaire Francophone de London is a multi-service agency offering a SkillsAdvance Ontario (SAO) Pilot program funded by the Ministry of Labour, Training and Skills Development. This program supports workforce development in the field of early years and childcare by offering training and support to job seekers ready to take their first step on the pathway into an early years and childcare career. Learning support is also available for those already working in the early years and childcare field who want to grow their skills.

**Main responsibilities include:**

- Verifies eligibility and register potential employers under the SkillsAdvancement Ontario Pilot program.
- Screens, identifies and matches participants to an available position based on employer needs
- Performs workplace visits to ensure that the agency can provide a safe and positive workplace environment.
- Negotiates financial incentives, prepares placement agreements & processes payments for incentives and placement supports by following Ministry guidelines.
- Assists employers with onboarding participants in available positions by providing work environment orientation and other needed support.
- Addresses any special needs and makes appropriate referrals to services for participants to maintain employment.
- Develops on-the-job training plans, links participants to mentors by developing an agreed-upon action plan for ongoing support, mentoring and for measuring expected outcomes.
- Conducts follow-ups, monitors work placements, and offers support to employers and participants to ensure positive job placements, conflict resolution and retention.
- Writes case notes and maintains accurate documentation and records of participants' contact information, activity, and progress.
- Participates in case conferencing meetings to review participants' goals and needs, and to determine partner roles and responsibilities to assist with participant success and identified expected outcomes.
- Provides participants and employers with information on employment standards, human rights, workplace safety and other related information.
- Works with other team members collaboratively to ensure participant success; collaborating/working with the other partners on this project and communicating with the training team about participant progress when needed.

**Requirements:**

- A post-secondary diploma in a relevant discipline: Social Services, Human Resources, Marketing or related fields (or a combination of education and experience).
- Highly knowledgeable about methods of job development, client placement, and employer's needs.
- Ability to communicate clearly and effectively, both written and verbally in French & English.
- Demonstrated experience to successfully promote clients and their skills to employers.
- Experience working with a diverse population & with clients experiencing barriers to employment.
- Capability to deliver a high level of customer satisfaction, accountability, and innovation, in a result-oriented environment.
- Experience operating online communication platforms such as Zoom or MS Teams.
- Experience utilizing computers and various software packages such as Microsoft Office.
- Experience and the ability to accurately enter data in a client case management system.
- Excellent interpersonal, communication, and time management skills.
- Experience resolving conflicts in a positive manner.
- A valid driver's license in Ontario.
- Experience with budget management would be an asset.
- Knowledge of the Early Childhood Education field would be an asset.
- Knowledge of CAMs would be an asset.

**Please note:** As a condition of employment candidates, will be required to provide a satisfactory Vulnerable Sector Screening / Police Reference Check.

**Application Instructions:**

Interested applicants, please submit resume and cover letter via email to: [Manon.Guillemette@ccflondon.ca](mailto:Manon.Guillemette@ccflondon.ca).

We thank all applicants; however, only those selected for an interview will be contacted.

\*Equity, Diversity and inclusion