



Rapport Youth & Family Services

Happier Youth, Healthier Communities

Our Mission: To strengthen the social and emotional well-being of youth and families through counselling and related support services.

Job Developer/ Outreach Worker

Position Type: Full-time 20 hours a week for 32 week contract \$20 per hour.

Number of Positions: 1

Start date: October 2015

Location: Malton, Ontario

Responsibilities (include but are not limited to):

Community Outreach

Plans and executes an effective outreach plan targeting appropriate clientele

Recruits 25 – 30 clients per group and ensures that 18 participants start the program in each session

Develops and maintains a positive relationship with community partners and develops strong referral relationships

Initiates and maintains documentation of contacted community organizations in an organized manner (including a database)

Reports on referral sources and uses this information to develop and expand upon established marketing and outreach initiatives

Develops ideas for outreach and with supervisor's approval, implements those ideas and maintains such strategies

Participates in community events, job fairs, and other activities to inform jobseekers about the project and to recruit them to the program

Employer Engagement and relationship Maintenance:

Visits employers to initiate and maintain strong professional relationships

Develops 3-4 new employer contacts each week and 8-10 new employer contacts each month

Arrange sufficient and appropriate and results-focused hiring fairs, job interviews, employer meetings and job search outings

Ensures diverse employment opportunities are available so that youth will be employed in realistic employment of their choosing





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Collects and maintains accurate documentation of contacted employers, job leads and all other job development activity for information retrieval

Populates an Employer Database with notes regarding current recruitment status and job development activities

Job Development

Develops 8-10 new company contacts each month

Assists participants in targeting the most suitable employment based on their experience, education, and existing labour market factors

Coaches and motivates participants during the job search and after placement to ensure job retention

Collects and maintains accurate documentation of contacted employers, job leads and all other job development activity for information retrieval

Populates an Employer Database with notes regarding current recruitment status and job development activities

Prepares participants for position-specific interviews through activities such as mock interviews

Arranges sufficient and appropriate hiring fairs, job interviews, employer meetings, and other job search supports for participants

Participates in networking events on a monthly basis

Placement of Participants

Places a minimum of 16-18 participants per intake session into full-time employment by the deadline and immediately replaces participants into work experiences, as needed

Places a minimum of 32-40 youth into full-time employment throughout the contract period according to the funder's requirement

Complete all necessary placement paperwork, including supporting employers in submitting invoices for timely reimbursement

Collects employer/participant attestations and ensures that all necessary paperwork is completed fully and accurately

Ensures the quality of the placements by appropriately matching the candidates' skills with the job requirements and meeting Service Canada's criteria

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United Way of Peel Region funded agency



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Maintains ongoing communication with hiring employers and continuously visits employers to initiate and maintain strong relationships in support of employment retention and future placement opportunities

Ensures that all calls are returned before the end of the next business day and employers are always aware of the recruitment process

Job Search Support

Analyzes, evaluates and interprets collected information to assist youth in targeting the most suitable employment based on their skills, experience, education and existing labour market factors

Reviews all participants' job search materials prior to sending them to employers, including updating addresses, telephone numbers, email addresses and new employment information

Conducts position-specific interview preparation with each participant, i.e. conduct mock interviews as needed

Conducts engaging cold calling and job search workshops arranges for youth to practice these skills with staff guidance and coaching

Demonstrates a good understanding of the positions that youth are applying; a strong ability to source information in order to clarify questions youth may have and /or anticipate information they will need to successfully start employment

Works with participants to modify and build their master skills sheet and to develop their resumes for the positions to which they are applying

Provides effective individual/group job search support to all participants (Internet job search, interview preparation, employment research methods, employer contacts, job postings, cold calling etc.).

Assists participants in the development of appropriate work habits, behaviours and attitudes during their participation in the program and in the workplace

Assists participants in selecting the most suitable occupation based upon their demonstrated skills and experience

Maintains regular and consistent follow up with participants during both the workshop and retention phases of the intervention to ensure positive outcomes





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Job Coaching:

Provides individual job coaching to participants, encouraging them to apply the skills learned through the workshops

Conducts position-specific interview preparation with each participant

Performs regular monitoring visits and calls with youth Coaches and motivates participants during their job search and during their placement

Provides one-to-one or group sessions on job maintenance skills to ensure that participants are able to handle challenges on the job with professionalism and maturity

Recruitment & Selection:

Recruit 14-16 clients per group and to ensures that 20 participants start the program in each session

Develops and maintains a positive relationship with community partners and fosters strong referral relationships

Forward documentation of contacted community organizations for reporting requirements

Conducts accurate and thorough assessments of youth based on the program eligibility requirements and ensure all mandatory forms are completed

Qualifications/ Skills Required:

College Diploma or University Degree

Minimum of 3-4 years of experience in recruitment, job development and/or social services related fields

Understanding of the sales process and the ability to effectively apply its principles to generate job leads and secure positions for participants

Vocational counselling/ placement experience with multi-barriered youth considered a strong asset

Knowledge of local labour market, job search strategies and techniques

Employs flexible and creative approach to work to ensure that all requirements of the program are met

Strong command of both written and spoken English (proficiency in a second language which reflects the service area would be an asset) with strong presentation skills and resume writing ability

A valid Ontario driver's license with access to a reliable vehicle for local travel.

Interested candidates please submit covering letter and resume to zsuni@rapportyouth.com addressed to The Hiring Committee by August 30th, 2015. No phone calls please. Thank you.

