



**Career Opportunity:
JOB DEVELOPER
(Permanent Full Time)**

Do you want a purpose filled life? Are you looking for work-life balance? Are you enthusiastic about delivering superior services and care to clients? Are your results focused with an emphasis on quality and quantity standards with great attention to detail? Do you thrive in a diverse and change-positive work environment? Do you value a professional, positive, and supportive team?

Join Interval House's team:

The Community Program team is a group of caring, dedicated staff that provides a continuum of services including integrated and specialized services to help women build their economic self-sufficiency (BESS). The Program's many services include employability skills coaching, finding jobs, partner with employers and linking them with suitable clients, supportive one on one counselling, life skills workshops as well as housing support and referrals to other services.

Job Details:

The Job Developer position will report to the Community Programs Manager.

Hours of Work: 35 hours per week

Location: Toronto, Ontario

You will benefit from:

- Work/Life balance
- Competitive compensation
- Employer fully paid Group Insurance benefits
- Employee Assistance Program
- Paid vacation and sick benefits
- RRSP benefits
- Career growth and professional development opportunities

Do you have?

- Relevant Social Services education
- Knowledge and experience related to job development
- Excellent internal and external communication and negotiation skills

Apply your education and knowledge to make a difference in women's lives by:

- Coaching and empowering the clients' to be self-sufficient in their employment search and successfully retain their jobs.
- Organised and structured case management/career planning to promote and support Interval House's efforts to rebuild their lives within their communities.
- Negotiating and expanding the networks and connections of employment opportunities for Interval House's clients.

Strengthen your skills and abilities in:

- Program planning and implementation
- Delivery of a high level of customer service to all stakeholders
- Challenges affecting women who have experienced intimate partner violence
- Understanding of the employment legislations, labor market information and resources in Toronto
- Attention to detail
- Handling administrative responsibilities
- Client case management database; Microsoft Word, Outlook, Excel, Access, and Power Point
- Analysing data and preparing reports as well as verbal reporting
- Risk identification and mitigation
- Positive interpersonal relations
- New projects/challenges

Interval House:

Established in 1973, Interval House is Canada's first shelter for women and children experiencing abuse. We are trailblazers in the campaign for women's empowerment and independence and we provide innovative, specialized, and transformative services that help to break the cycle of intimate partner violence.

Checkout our website for more details, www.intervalhouse.ca

Please submit your cover letter and resume to:

Attention: Human Resources Subject line: **JOB DEVELOPER**

Email: personnel@intervalhouse.ca

Website: <https://www.intervalhouse.ca/careers/>

Good to Know:

We thank all applicants. Please note, only applicants who meet the requirements will be contacted.

Proof of full Covid-19 vaccination (including booster shot) against Covid-19 is required before hire date.

Must be eligible to commit to a permanent employment contract.

All successful applicants must agree to undergo a police vulnerable sector check.

Interval House demonstrates its commitment to diversity, equity and inclusion, respect in the workplace and does not condone any form of discrimination and workplace violence.