

## **Employment Developer**

FT, Permanent - Salary (37.5 hour week)

### **The Agency**

The Calgary John Howard Society (CJHS) is a charity that reduces crime and makes Calgary communities safer by helping youth and adults make positive changes and move away from criminal behaviour. We do this by addressing the root causes of crime through housing, education, employment programs and support so that individuals have alternatives to breaking the law. CJHS is committed to restorative justice and an organizational environment that recognizes the dignity and worth of each person. CJHS values diversity and inclusion and welcomes qualified applicants from all walks of life.

As a condition of placement at CJHS, we require the successful candidate to be fully vaccinated against COVID-19. Where the candidate has not obtained the vaccine, the candidate will be considered on an exceptional, and case by case basis; CJHS will adhere with its obligations under the Alberta Human Rights Act.

### **The Program**

Employment Services programming encompasses both group and individual employment preparation activities and services. Employment preparation and training is provided in a structured group format and includes life management skill building, employment related workshops and industry certification training to assist adults facing multiple barriers so they may secure and maintain living wage employment. Intensive individual support is also offered for those requiring additional supports and assistance to secure employment. All services target adults who have had justice involvement and who are experiencing financial barriers. Programming offers client-centred, strength based, trauma informed services and support; individuals are offered facilitated access to other appropriate internal programs or external resources as needed. All adult serving programs are delivered by a dynamic and interactive team that works collaboratively to provide effective and coordinated services to all clients.

### **The Position**

Reporting to the Community Services Manager, the Employment Developer will work collaboratively with both the Employment Services and the Adult Services Teams. This position will work in tandem with another Employment Developer and the employment readiness group Facilitators. A collaborative approach is taken by the Employment Services Team to provide weekly employment service orientations, individual intakes and assessments to determine the most appropriate service streams for individuals and subsequently develop individual action plans. Providing individual, ongoing, trauma-informed support for clients while helping them secure and maintain employment is integral to this role.

### **Position Responsibilities**

- Assisting with facilitation of weekly Employment Services Orientations
- Conducting individual intakes and assessments
- Providing 3 months active service for clients and 1 month follow-up service management; clients must be committed to engaging with an Employment Developer for up to 4 months.
- Engaging with individual clients to assess employment skills, strengths, experiences and barriers and developing individualized case plans designed to enhance employability and secure employment

- Coordinating and facilitating client access to employment related education and/or training and events that may provide employment opportunities and to other resources that may reduce individual employment barriers
- Supporting the development of employer relations; facilitating the hiring of clients and providing ongoing support as needed for employee retention
- Assisting as needed with facilitation of soft-skills employment readiness workshops for groups
- Assisting with coordination and providing information at career events to assist clients with criminal records secure employment
- Program marketing, networking, and building supportive working relationships with community resources
- Ongoing development of intake and assessment processes, outcome measurement and evaluation tools
- Data collection, database input, casework documentation, participant evaluations and administrative tasks
- Internal and external reporting as required
- Participating in regularly scheduled agency and team meetings

#### Qualifications/Expectations

***The Employment Developer will have relevant post-secondary education and/or experience. They will demonstrate an understanding of the criminal justice system, trauma-informed practice and harm reduction principles. The successful candidate will be outgoing, creative, innovative, enthusiastic and be a strong team player. Excellent interpersonal skills, solid casework practices and ability to develop relationships are integral. Employment industry connections and Brain Story Certification will be considered an assets. A current criminal record check (CPIC) is required (within the past 3 months). This is a full-time (37.5/week) position starting immediately.***

**Please submit your cover letter and resume to BambooHR**  
**Website: <https://calgaryjohnhoward.bamboohr.com/jobs/view.php?id=25>**

**Applications will be accepted until suitable candidate is found**

*The Calgary John Howard Society thanks all applicants; however, only those considered for an interview will be contacted.*