



Career Opportunity:
JOB DEVELOPER {*Client Employment Coach*}
(Parental Leave Contract: 20 - 22 months)

Read this first!

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

Interval House embraces challenges and changes. The organization values and encourages new opportunities, being a sector leader and colouring outside the lines. We think it's important to ask ourselves the hard questions: Are we doing what we set out to do? Do the programs and services we offer help women become self-sufficient and break the cycle of violence? As the world changes around us, we need to pivot and change. Are there gaps in our services? Should we fill them ourselves?

Why is what we do important?

Leaving an abusive relationship is not the end of the story. Living a full life after trauma requires help and guidance to address all those unique barriers in a society that is not designed for the most vulnerable. Our goal is to be creative and innovative with our programs and services to help address these barriers and empower women to face their challenges with knowledge, skills, and confidence.

What's the job?

The Building Economic Self-Sufficiency (BESS) Program is currently seeking a JOB DEVELOPER. This role involves:

- Providing support to job seeker clients on all aspects of employment search, career planning and counselling.
- Developing and maintaining employer relationship toward hiring BESS clients, establishing and maintaining connections with community agencies for referrals.
- Recruiting and assessing clients for program suitability is a key component of the role.

Additionally, this job entails:

- Determining client's needs, skills and abilities, employment interests and barriers to securing and maintaining successful employment.
- Initiating and conduct case plans for clients and maintain accurate documentation.
- Developing and facilitating group workshops that promote self-sufficiency and address common challenges faced by survivors.

To implement this unique program, you will also need to analyze program outcomes and write reports reflecting the challenges and impacts of the services provided. Strong verbal and written communication and analytical skills are essential.

Must Have:

- Attitude – Can you take feedback openly and with an eagerness to learn?
- Communication skills – Excellent written and verbal communication skills.
- Ability to provide high level of customer service
- Interpersonal skills – Comfortable interacting with corporate stakeholders, community agencies and clients.
- Facilitation skills for group workshops or training sessions.
- Relevant post-secondary education in social services.
- Microsoft Word, Outlook, Excel.

Nice to Have:

- Experience relevant to job coaching.
- Knowledge and understanding of the target group, employment legislations, labour market information and resources in Toronto

- Knowledge and experience related resources and services in Ontario.
- Excellent communication and listening skills.

Interval House believes in improving the skills of our staff. Your knowledge and skills will be developed in these areas:

- Understanding the challenges/barriers affecting women who have experienced Intimate Partner Violence (IPV Program planning and implementation).
- Risk identification and mitigation.
- Positive interpersonal relations.
- Attention to detail.
- Good judgment and decision-making.
- Handling administrative responsibilities.
- Client case management software, Microsoft Access, and Power Point, Teams.
- Networking, and outreach activities.

Job Details:

Reports to: The Community Programs Manager.

- Job Type: Full-Time Fixed-Term Contract
- Hours of Work: 35 hours per week
- Location: Toronto, Ontario
- Expected Start Date: October 2025

You will benefit from:

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

To Apply:

- Email: personnel@intervalhouse.ca
- Attention: Human Resources
- Subject line: **JOB DEVELOPER**

Good to Know:

- We thank all applicants and will only contact applicants with the required qualifications and competencies.
- Must have evidence of eligibility to work in Canada and legally fulfilling the requirements of the role.
- All successful applicants must agree to undergo a police vulnerable sector check.
- Interval House demonstrates its commitment to employees' health and wellness, diversity, equity and inclusion, does not condone any form of discrimination and workplace violence whether virtual or onsite.
- Interval House does not use internal AI in its recruitment process.