

October 7, 2025

*Job Posting #: 1\_2025\_CFIT*

## **INTERNAL AND EXTERNAL JOB POSTING**

### **Nelson CARES Society**

### **Custom Fit Inclusion & Employment Program**

### **Position: JOB DEVELOPER**

### **Permanent Part-Time (34 hours per week)**

**Location: Nelson, BC**

Nelson CARES Society is a not-for-profit organization that provides programs and initiatives in advocacy, housing, employment, support services, and environmental stewardship. Custom Fit Inclusion & Employment (CFIT) is its program that supports individuals with diverse abilities with their goals and needs for employment, community access, education, life skills, health, and social enrichment.

The Job Developer secures jobs for people with diverse abilities and provides support in employment and community settings and is responsible for assisting with social enterprise research and development. This position provides back up coverage for Community Support Workers.

#### **Duties and Responsibilities:**

##### **Social Enterprise Research and Development:**

- Under the direct of the Program Manager, consults with organizations delivering social enterprise initiatives and evaluates best practices.
- Participates in market and community needs assessments to identify opportunities for innovation.
- Gathers feedback, documents learnings and suggestions for leadership review.

##### **Job Development:**

- Profiles skills and preferences of job seekers and matches with individuals specific job qualifications.
- Develops resumes, job proposals, and task analyses.
- Liaises with the business community to source job opportunities, promotes the benefits of inclusive hiring, and develops customized job placements.
- Provides job coaching and adapts support to various learning styles.

##### **Individualized Support and Other Duties:**

- Assists individuals with budgeting, shopping, home maintenance, cooking, health, accessing community resources, recreational activities and facilitating relationships.
- Facilitates positive behavior support strategies to assist individuals presenting challenging behaviors.
- Liaises with individuals' families, employers, and community partners.
- Assists with program related administrative tasks, projects, and events.
- Provides transportation for individual(s) as required.

**Required Qualifications:**

- Certificate in Education Assistant & Community Support Worker or equivalent qualifications and/or experience working in the Human Services field
- Valid Emergency First Aid Certificate
- Valid Class 5 BC Driver's License or its equivalent from another province
- A clean driver's abstract
- Reliable vehicle available for work to provide transportation for persons-served
- Satisfactory Criminal Record Check
- Training provided upon hiring:
  - Various Job Development Courses and program related trainings
  - Privacy and Information Management Certificate
  - WHMIS 2015
  - Non Violent Crisis Intervention Training
- Excellent oral, written, and interpersonal communication skills
- Ability to work independently and collaboratively within a team setting

**Start date:** **As soon as possible**

**Hours of work:** **34 hours per week**

**Days of Work:** **Tuesday to Friday** (*Hours to be agreed upon with Manager*)  
*Occasional weekend and evening shifts will be required. Schedule may vary based on the needs of persons served.*

**Compensation:** **\$28.50 per hour (Step 2 Grid Level 11)**  
*This is a benefited position upon successful completion of the probation*

**Application Deadline:** **On or before 4 pm October 20, 2025**

Please e-mail a cover letter and current resume with e-mail addresses of three references to:

**CFIT Manager**

**Email: [cfitmanager@nelsoncares.ca](mailto:cfitmanager@nelsoncares.ca)**

***Please indicate position and job posting number on the subject line***

*Nelson CARES Society is an equal opportunity employer. Only short-listed external candidates will be contacted. All internal applicants will be contacted as to the status of their applications.*

*Position will be filled through a competition/selection process.*