



THE REGIONAL MUNICIPALITY OF DURHAM

Social Services Department

Program Specialist - Employment Service System (Temporary Full-Time)

Job ID: 23157

Job Number:

CUPE Local 1764

Open: Apr 14, 2026 Close: Apr 27, 2026

Diversity, Equity and Inclusion Statement

The Region of Durham is committed to advancing equity, diversity and inclusion within our organization and the communities we serve. We welcome and encourage applications from people who are Indigenous, racialized persons, women, persons with disabilities, members of LGBTQ2S+ communities, and others who may contribute to the further diversification of our workforce, including those who experience systemic barriers.

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code, accommodation will be provided throughout the recruitment process upon request, based on any Code-protected ground.

Number of Available positions:

Vacancies: 1 Temporary Full-Time position; 12-month contract

Program Specialist - Employment Service System

Reporting to the Manager, Employment Service System (ESS), in the Income, Employment and Homelessness Supports Division (IEHSD), the Program Specialist responsible for developing and implementing strategies, workplans, and processes that support the delivery and continuous improvement of employment services across Durham Region.

The incumbent will:

- Develop and implement strategies, workplans, and processes for the Employment Service System across the region
- Track, analyse and report on performance measurements to contribute to the effective execution and delivery of program activities and reporting.
- Tracking and monitoring sub-section program budgets, including expenditures, forecasting, variance analysis, and ensuring alignment with approved funding allocations.
- Support the development, execution and delivery of marketing and advertising strategies
- Work with Corporate communications to develop media releases, drive content ideas, social media posts, newsletters and so on
- Create outreach materials for clients and relevant stakeholders and coordinate promotional events
- Coordinate and undertake research and analysis to support program development, create reports and monitor and measure program effectiveness
- Research and identify key benchmark and performance indicators for programs and funding and grant opportunities
- Establish and maintain strategic stakeholder relations with provincial ministries, local area municipalities, non-government agencies, community organizations, educational institutions, industry stakeholders and business associations to advance the Region's priorities

The successful candidate will possess:

- A post-secondary Diploma in Business, Human Services, Social Services, or a related field or an [equivalent combination of education and experience](#)
- Experience developing and implementing strategies, workplans, and processes that support the delivery and continuous improvement of programs
- Sound knowledge of the Region's role as the Employment Service System Manager and experience with employment services program development and execution
- Knowledge of relevant legislation such as, but not limited to: Employment Standards Act, Workplace Hazardous Materials Information System, Occupational Health and Safety Act, Municipal Freedom of Information and Protection of Privacy Act, Mental Health Act, Ontario Human Rights Code



- Knowledge of local municipal services and their requirements, particularly, employment service delivery models such as Ontario Works, Employment Ontario or other provincially funded employment programs
- Knowledge of budgeting and financial policies and procedures
- Familiarity with labour market information, skills gap analysis and workforce development strategies
- Well-developed communications skills (written, oral, presentation)
- Leadership skills and political astuteness and acuity
- Experience with computer programs (Microsoft Office Suite, Customer Relationship Management - CRM and other employment related systems)
- Efficient project and time management manage skills
- Effective research and analytical skills
- Ability to analyse and interpret client needs and provide appropriate solutions
- The ability to recognize and address bias in service and teamwork.
- Ability to attend meetings on a regular basis throughout Durham Region as far north as Beaverton, west to Pickering and east to Newcastle/Orono as required

CUPE 1764 Salary Grade 6

This position is with Salary Grade 6 and will be paid at the following hourly rates:

- Start: \$45.00 - Six Month: \$47.50 - Job: \$50.00

Conditions of Employment

All applicants are expected to comply with the Region of Durham's Code of Ethics and Code of Conduct Policies throughout the recruitment process. Prior to the start date, the successful candidate will be required to provide a satisfactory Police Vulnerable Sector Check dated within two (2) months from date of hire. Proof of education, qualifications and any other job bona fide requirements will also be collected.

External Application Process

Come find a home where exciting and rewarding careers are balanced with your lifestyle. We thank all applicants; however, only those being considered will be contacted. Please apply online at <https://bit.ly/48IUlaD> no later than midnight (Eastern Standard Time) on the closing date indicated on the Job Posting.

The Region of Durham is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. If contacted for an employment opportunity and you require accommodation, or if this information is required in an accessible format, please contact us at: RecruitingHelp@durham.ca and a Recruiter will provide appropriate assistance pursuant to the Region's Accommodation and Accessibility policies. Please note that resumes should not be sent to RecruitingHelp@durham.ca.

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