

## **POSITION DESCRIPTION**

Position: Job Developer  
Reports to: Program Supervisor  
Program: Subsidized Employment Program

Status: Non-exempt  
Date Prepared: 01/2017

**POSITION SUMMARY:** The Job Developer's primary responsibility is to engage with local employers and develop and maintain ongoing mutually beneficial relationships that promote the hiring of the SEP participants, while meeting the business needs of the employer. The Job Developer will also provide ongoing support to the employers to assist in the retention and growth of the SEP participants hired.

### **OBJECTIVES/ACTIVITIES:**

- A. Responsible for client placement to achieve established objectives of the department.
  - 1. Establish and cultivate relationships with local businesses within targeted industry sectors and community organizations appropriate to SEP program participants.
  - 2. Develop mutually beneficial partnerships and secure unsubsidized employment opportunities for SEP program participants.
  - 3. Attend local networking events within the community - Chamber events, Business Alliances, Merchant Associations, local community events, etc.
  - 4. Host hiring and networking events, employer spotlights, job fairs, and other employer engagement opportunities.
  - 5. Provide retention services to employers at critical milestones.
  - 6. Provide all documentation required by funding source and Volunteers of America.
  - 7. Perform other related duties as assigned by Program Director.
  
- B. Responsible for self-development
  - 1. Continually learn and enhance technical and interpersonal skills.
  - 2. Attend staff meetings and assigned training seminars and complete required certifications, i.e. CPR, First Aid, etc.
  - 3. Attend all trainings and collaborative meetings necessary for development of employment resources.
  - 4. Serve as part of the program development team by providing information and support for the development of quality operations.
  - 5. Maintain an above average working knowledge of fire, safety, and health standards to assure safe work environment for clients and all personnel.

### **EQUIVALENT EDUCATION AND EXPERIENCE:**

A bachelor's degree and three years of experience serving the employment needs of clients. Five years of related experience may substitute for a bachelor's degree. The Job Developer should have experience and a working knowledge of 'soft' employment skills including, training, interviewing techniques, and job retention. The position requires strong working knowledge of employment referral sources and ability to establish relationships/new resources for training, education and employment. Strong verbal and written communication skills are necessary as well as knowledge of problems unique to emancipated foster youth, persons with disabilities, substance abuse, mental health, and adolescent parents. CPR and First Aid certification are required as well as a clear T.B. test annually.

**EQUIVALENT EDUCATION AND EXPERIENCE (continued):**

A valid California Driver's License with a good driving record is necessary. Must have the flexibility to work irregular hours. Must have the willingness to function as a team member with the ability to make skillful independent decisions.

**SPECIFIC SKILLS REQUIRED:**

Teamwork skills  
Oral and written communication skills  
Computer Skills (Word, Excel)  
Ability to de-escalate crisis situations and assist residents and staff in emergency situations  
Ability to advocate for special needs clients  
Organizational skills  
Analytical and decision making ability

**PHYSICAL REQUIREMENTS:**

Lift and move up to 25 pounds.  
Safely operate a vehicle.  
Stand, walk, bend, stoop and sit frequently.  
Kneel occasionally.

**NATURE OF SUPERVISION RECEIVED:**

Daily activities are often performed independently with accessible guidance and direction from the Program Director. Weekly team meetings are held with the Program Director.

**SUPERVISION EXERCISED:**

This position does not supervise. However, the Employer Engagement Specialist will find it necessary to provide guidance and elicit cooperation from the GSW staff in performing duties related to employment services.

**RESPONSIBILITIES FOR BUSINESS CONTACTS:**

This position requires contact with county, city, state, business entities, private agencies, and clients. The Employer Engagement Specialist is responsible for promoting company image and adhering to company practices and procedures, while establishing and maintaining good working relationships with all clients. Tact, discretion and resourcefulness are required at all times.

**FINANCIAL RESPONSIBILITY:**

Substantial financial loss through loss of business contracts is possible.

**NUMBER OF EMPLOYEES:**

No employees report to this position.

**This Job Developer job description does not constitute a written or implied contract and may be changed as business needs arise.**

Indicate anything that would keep you from meeting the job duties as outlined above.

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Employee Signature \_\_\_\_\_ Date Signed \_\_\_\_\_