

## **POSITION DESCRIPTION**

Position Title: Job Developer  
Reports to: Employment/Training Manager  
Program: HVRP - Singles  
Status: Non-exempt  
Date Revised: 10/2017

### **POSITION SUMMARY:**

Under general supervision, this position is responsible for interacting with local businesses to identify and place veterans by identifying and career advancement opportunities for the military veteran clients of the Homeless Veterans' Reintegration Program (HVRP). Conducts outreach presentations with local employers and veteran service agencies to explain the benefits of hiring HVRP clients.

### **OBJECTIVES/ACTIVITIES:**

- I. Responsible for client placement to achieve established objectives of the department.
  - A. Develop and maintain employer contacts for employment of participants:
    1. Contact employers to identify job placement and career advancement opportunities.
    2. Conduct on-site employment position evaluations.
  - B. Coordinate career counseling, evaluation, skills training job readiness training and other activities related to employment transition for clients.
  - C. Work with businesses, agencies and organizations to remove employment barriers, and resolve issues related to community reintegration and independence of people with disabilities.
  - D. Disseminate information; provide outreach and training to potential employers about military veteran clients including EDD and AJCC Centers.
  - E. Spend time at the client's prospective workplace to learn the job duties and industry standard and assist veterans in building proficiency over time.
  - F. Monitor and document employment progress of clients who secure employment positions and mentor each of them accordingly.
  - G. Work with the SSVF Employment and Training Manager to develop a retention plan with each program participant while they are in the job search stage.
  - H. Ensure the delivery of services which are reflective of client empowerment and self-advocacy.
  - I. Meet with veteran clients after job placement weekly for the first month, biweekly in months two through four, and at least monthly for another five months.
  - J. Maintain necessary documentation for client records.
  - K. Prepare required documentation and reports.
  - L. Provide feedback to Employment and Training Manager for improving the quality of service delivery.
  - M. Perform other related duties as assigned.
- II. Responsible for training and development of new staff.
  - A. Assist in department orientation and training for new employees as requested to assure quality work outcomes.

- B. Serve as part of the program development team by providing information and support for the development of quality operations.
- C. Maintain an above average working knowledge of fire, safety, and health standards to assure safe work environment for clients and all personnel.

III. Responsible for self-development

- 1. Continually learn and enhance technical and interpersonal skills.
- 2. Attend staff meetings/assigned training seminars and complete required certifications, i.e. CPR, First Aid, etc.

**EQUIVALENT EDUCATION AND EXPERIENCE:**

Veterans are given priority in hiring. A Bachelor’s degree is preferred or a combination of education and experience will be considered. Experience with at risk or homeless veterans and/or Employment development experience is desired. This position also requires demonstrated ability to communicate and comprehend oral and written instructions and to provide services to clients without ethnic or social prejudices. It requires general knowledge of issues and challenges unique to military veterans, homelessness, substance abuse, minorities, and persons with disabilities. Specific knowledge and experience with military culture, housing first approaches, addiction and recovery, and dysfunctional family dynamics is preferred. Must be able to utilize a range of interventions to work with clients with varying needs and levels of functioning. This position requires CPR and First Aid training within (90) days of employment date and recertification as necessary and T.B. testing annually. A valid California license is required. Must have the flexibility to work irregular hours and have the willingness to function as a team member.

**SPECIFIC SKILLS REQUIRED:**

- Computer skills, Word and Excel
- Teamwork skills
- Oral and written communication skills
- Ability to assist other people
- Organizational skills
- Analytical and decision making ability
- Cultural Competency \*

\*Cultural competence is defined as a set of values, behaviors, attitudes, and practices within a system, organization, program or among individuals, which enables them to work effectively, cross culturally. Further, it refers to the ability to honor and respect the beliefs, language, interpersonal styles and behaviors of individuals and families receiving services, as well as staff who are providing such services. VOA strives to achieve cultural competence is a dynamic, ongoing, developmental process that requires a long-term commitment. Our focus on cultural competency includes but is not limited to race, ethnicity, sex, gender, sexual orientation, LBGTO, class, age, ability, religion, and language. Bilingual and translation services are available to client when deemed necessary. All staff are trained annually on cultural competency.

**PHYSICAL REQUIREMENTS**

- Lift and move up to 50 pounds
- Stand, walk, bend, stoop, and sit frequently

Kneel occasionally

**NATURE OF SUPERVISION RECEIVED:**

Daily activities are many times performed independently with accessible guidance and direction from the Employment and Training Manager or designated lead. Must be able to function both independently and in a team environment working towards attainment of operational goals and contract compliance.

**SUPERVISION EXERCISED:**

This position does not supervise, however, may be delegated training and lead responsibilities as the program needs may require.

**RESPONSIBILITIES FOR BUSINESS CONTACTS:**

This position requires daily contact with county/state/city and business entities, veterans, and all levels of support staff. The Job Developer 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.

<p><b>This Job Developer job description does not constitute a written or implied contract and may be changed as business needs arise.</b></p> <p>Indicate anything that would keep you from meeting the job duties as outlined above.</p> <hr/> <hr/> <hr/> <p>Employee Signature _____ Date Signed: _____</p>
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