



POSITION DESCRIPTION

Position Title: Job Developer
Program: Reentry
Reports to: Casework Supervisor
Status: Non-exempt
Date Revised: 05/2013

POSITION SUMMARY:

The Job Developer is responsible for maintaining contact with and obtaining current job opportunity information from community employers, arranging for reentry clients to obtain proper identification cards and valid California Driver's licenses, accessing resident's job and interview skills, providing training for residents and referring residents to appropriate job openings. Job Developer is responsible for physically contacting/visiting new employers for their participation in the Reentry Programs.

OBJECTIVES/ACTIVITIES:

- I. Responsible for client placement to achieve established objectives of the department.
 - A. Develop local employer contacts for employment of reentry clients:
 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 reentry clients.
 - C. Work with businesses, agencies and organizations to remove employment barriers, and resolve issues related to community integration and the independence of people with disabilities.
 - D. Disseminate information; provide outreach and training to potential employers about military veteran clients.
 - E. Monitor employment progress of clients who secure employment positions.
 - F. Ensure the delivery of services which are reflective of reentry client empowerment and self-advocacy.
 - G. Make current employment leads available to reentry clients.
 - H. Maintain necessary documentation for reentry client records.
 - I. Prepare required documentation and reports.
 - J. Provide feedback to Caseworkers, Casework Supervisor and/or Center Manager for improving the quality of service delivery.
- 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:

Position requires fingerprint clearance and background check with CDCR. A Bachelor's degree is preferred. A combination of education and experience will be considered. A minimum of three years of Job Development experience is preferred. Human Resources experience is preferred. A valid California license is required. Flexibility to work irregular hours and have the willingness to function as a team member required. It requires general knowledge of issues and challenges unique to reentry population, homelessness, substance abuse, minorities, and persons with disabilities. Specific knowledge and experience with reentry client 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 reentry 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.

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

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 Casework Supervisor, Center 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, clients, 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.

This 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.

Employee Signature _____ Date Signed: _____