

Job Developer Position

Position: Job Developer Position

Minimum Salary: \$

Duration: 4 year Contractual Position

Hours: 40 hours weekly TBD (will work some Saturday's and late nights)

Position Description:

The Job Developer's primary responsibilities are to identify employment opportunities and schedule interviews for clients in the program.

Duties, Functions and Responsibilities:

- Develop and maintain personal contacts with business, industry, labor and government representatives and job placement agencies
- Critique and Advise/ Instruct clients on job search techniques, application procedures, resume development, interviewing and job retention skills
- Inform job applicants of employment duties, responsibilities, compensation, schedules and working conditions
- Provide clients with jobs leads and placement opportunities and refer for pre-employment skills testing
- Collaborate with employers to develop employment opportunities and assist with pre-screening activities
- Organize, develop and participate in recruitment events and job fairs
- Pre-screen qualified job applicants and refer them to appropriate opportunities
- Maintain current knowledge of Equal Employment Opportunity (EEO) and affirmative action guidelines and laws, such as the Americans with Disabilities Act (ADA)
- Maintain documentation of activities related to job development, job search with clients, recruitment events, referrals, hires and retention of hires.
- Consult with supervisor concerning programs or services for clients
- Develop and market On-the-Job Training and Work Experience opportunities for employers
- Utilizes Toolbox for employer job orders
- Performs other job-related duties as assigned

Knowledge, Skills and Abilities:

- Must be able to empathize and motivate clients toward achieving desired goals
- Must be able to meet agency goals and mission
- Must understand current employment and industry trends
- Must have knowledge of state and federal employment laws
- Must be able to utilize agency and community resources to meet goals
- Must be team oriented and able to work independently

- Must be familiar with standard office equipment, MS Office Suite and client management software preferably Toolbox2.0
- Must be able to work in collaboration with partnering agencies
- Must be able to communicate effectively and express ideas clearly both verbally and in writing

Minimum Qualifications:

- Must have a Bachelor's Degree or an equivalent combination of education, training and experience
- Must have (2) two years previous full-time paid experience in employment counseling, recruiting and selection/staffing services, vocational rehabilitation, or from the human services field with relevant job coaching placement duties.