

POSITION DESCRIPTION

JOB TITLE: Job Developer

DEPARTMENT: Access to Success

REPORTING TO: Adult Services Director

FLSA STATUS: Non-Exempt

Summary Statement: Establishes and maintains activities to develop, locate and secure job openings for adults who have successfully completed Hope Academy- Project SEARCH and are eligible to receive Hope Haven employment services.

Essential Functions:

- Attend employment meetings for consumers, and facilitate meetings in the absence of the program director.
- Gather information re: individual consumer's interests and skills.
- Match job skills with applicant qualifications.
- Assist each job seeker in goal setting and developing an Individual Employment Plan (IEP) or Individual Career Plan (ICP).
- Ensure plan goals address needs as identified in the Support Plan and IEP.
- Facilitate IEP/ICP plan meetings, as appropriate.
- Assist consumers in exploring job/career choices, as appropriate.
- Teach job search skills to consumers, and support consumers in the job search process.
- **Develop a minimum of 4 jobs within the first 6 months and a minimum of 8 jobs per year, using marketing and sales methods.**
- Initiate and maintain weekly contact with consumers and his or her support system.
- Initiate and maintain ongoing personal contacts with a variety of business and industry representatives to promote programs for participant placement.
- Make cold calls to potential employers.
- Explain the benefits and employment support services provided by program to employers, including addressing employer's individualized needs.
- Research newspaper, internet, employment agencies, and other resources for job leads.
- Representing the consumer, contact employers to identify potential job opportunities.
- Refers qualified applicants to employers and conducts necessary follow-up when applicants are placed in positions.
- Participates in outreach and recruitment activities by coordinating and attending job fairs.
- Provide consultative services to employers/businesses, when needed.
- Provide job coaching for new trainees at work sites.
- Facilitate appropriate work relationships between the new trainee, coworkers and supervisor.
- Train consumers to use assistive technology (AT) as needed and maintain awareness of current AT trends.
- Establish natural supports in the work environment as soon as possible.
- Transport consumers for job search and initial training purposes, as necessary.
- Provide transportation training to consumers, as necessary.
- Keep funding sources informed of job search needs and milestones.

- Provide all documentation according to Access to Success Policy and Procedures.

Other Duties Include (but not limited to):

- Attend all staff and in-service meetings as assigned.
- Represent Hope Haven Children's Clinic & Family Center at appropriate training, workshops, and conferences.
- Participate in field related professional and community organizations that promote professional and personal growth.
- Perform other related work as assigned.

Qualifications:

- Bachelor's Degree in Rehabilitation Counseling or related Human Services Field and two years working with individuals with varying disabilities.

Tools and Equipment:

- General office equipment, computer, etc.
- Equipment required at a job site to teach a consumer his/her position.

Physical Requirements:

- Frequent alternating sitting and standing positions throughout working hours.
- Frequent lifting up to approximately 15-20 pounds.
- Frequent bending, kneeling, and squatting.
- Visual requirement equal to that of one whose work deals largely with computer terminals, analyzing data and figures, transcriptions, etc.
- Talking to convey detailed or important spoken instructions accurately
- Frequent typing for sustained periods of time.
- Ability to travel to alternate locations.

Working conditions:

- Work is indoors and outdoors depending on the preferred job site of the consumer

Employee Signature

Date