

JOB DEVELOPER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent of this position is responsible for developing job training and placement opportunities with private sector and non-profit employers, to improve the employment status of program participants. The work requires an understanding of the social and psychological factors affecting clients and the ability to realistically evaluate the clients' abilities and interests. These objectives are achieved by developing and maintaining extensive contacts with employers. General supervision is received from the Employment Coordinator; technical advice and assistance may be provided to support staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops and maintains on-going relationships with public and private sector employers to promote employment opportunities for program participants;

Develops employment opportunities for job ready program participants with prospective employers;

Persuades employers to consider program participants for existing jobs or to create suitable entry level positions;

Interviews program participants to determine needs and abilities;

Refers suitable participants to jobs and follows-up on all placements to insure success of the placement for both the employer and employee;

Negotiates and establishes On-the-Job (OJT) contracts with employers for individual program participants;

Meets regularly with Caseworkers and Job Program Specialists to inform them of job opportunities and to review and discuss the suitability of job ready participants for specific opportunities;

Evaluates participants' performance at the work-site or in other training, through conferences with participants and work-site supervisors;

Maintains employment records and case notes on participants as well as statistics on program activities;

Prepares and maintains accurate records of placement activities; prepares reports of these activities as required;

Conducts workshops on a variety of work readiness related topics to ensure understanding of employer needs and to promote job retention;

Meets with community groups and organizations to discuss program information;

May conduct labor market analyses to determine employment outlooks and business and occupational trends.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of applicable rules, regulations, policies and procedures as they affect job development activities;

Working knowledge of the social and psychological characteristics of the participant population and how they relate to unemployment and job-seeking skills;

Working knowledge of the employment conditions and trends of the local labor market;

Ability to negotiate contracts with employers for program participants;

Ability to analyze material and determine appropriate referrals;

Ability to maintain successful relationships with people both within and outside the agency, including participants and employers;

Ability to interview and make accurate assessments of both employers' and participants' needs, abilities and interests;

Ability to verbally communicate factual information on assigned programs and participant qualifications to potential employers;

Ability to communicate effectively both orally and in writing;

Ability to prepare and maintain records and reports;

Ability to use public relations techniques to promote the program and its participants;

Ability to effectively use computer applications such as word processing and database software;

Ability to express oneself effectively both verbally and in writing;

Initiative; resourcefulness; integrity; tact; good judgment.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's or higher in social science,

human services, education, business administration, public administration, or closely-related field; OR

B)Satisfactory completion of a minimum of 60 college semester credit hours from a regionally accredited college or university, or one accredited by the New York State Board of Regents, and two years experience in job or employment program development, employment counseling or placement, public relations, public or business administration, marketing, or closely-related field; OR

C)An equivalent combination of training and experience as defined by the limits of A) and B) above.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license appropriate to the vehicles operated or otherwise demonstrate their ability to meet the transportation needs of the job.