

JOB DEVELOPER - OFA

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for developing job training and placement opportunities with nonprofit, government and private employers in order to update and improve careers of participants. The work requires an understanding of social and psychological factors affecting older workers and ability to realistically evaluate the clients' abilities and interests. General supervision is received from a higher level staff employee with latitude allowed for the use of independent judgement. Supervision may be exercised over lower level staff members as well as the placement and monitoring of participants. Does related work as required.

TYPICAL WORK ACTIVITIES:

Telephones and visits potential non-profit, government and private employers to explain training programs for older workers;
Makes specific training site assignments which match the needs of an individual participant for training and job skills and work habits;
Negotiates, writes and monitors training assignment eligibility and job descriptions for each placement;
Interviews program participants to determine needs and abilities;
Makes an analysis of the employment potential of each participant;
Matches job-ready program participants to specific jobs depending on their abilities and interest and the employers' needs;
Maintains personnel and employment records on participants;
Plans and participates in employment training and orientation for participants;
Operates a computer, camcorder, video cassette recorder and other audiovisual equipment;
Evaluates participants' performance at the training-site or in other training through direct observation and conferences with participants and training-site supervisors;
Acts as a liaison between employers and program participants;
Writes narrative reports as required by the department, State and Federal grant regulations;
Meets with community groups and organizations to disseminate program information;
Refers program participants and other older workers for training and support services.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of nonprofit and government agencies, including the types of work performed, location and accessibility, quality of supervision, etc.;

Good knowledge of the methods and techniques used in job development;

Good knowledge of Federal, State and local regulations pertaining to the program;

Working knowledge of the social and psychological characteristics of the participant population and how they relate to unemployment and job-seeking skills;
Ability to promote the program and participants through public relations techniques;
Ability to interview and make accurate assessments of both employers' and participants' needs, abilities and interests;
Ability to motivate, train and supervise others;
Ability to express oneself effectively both orally and in writing;
Tact;
Confidentiality;
Resourcefulness;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in education, social science, human services, business or public administration, political science or closely-related field;
OR
- B) Satisfactory completion of a minimum of 60 college semester credit hours, and two years full-time paid, or equivalent verifiable part-time or volunteer experience in job or employment program development, personal or employment counseling, public relations, public or business administration, 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: Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.