**JOB TITLE: Job Developer**  **DEPARTMENT: Vocational Services**

**SUPERVISOR: Tim Alvarez CLASSIFICATION: Non-exempt**

**TERM: 6-month term. Term may be extended**

**HOURS: 40 hrs/week, may include evenings and weekends**

**Job Summary/Purpose:**

The Job Developer role is to find and place clients in jobs that are competitive and integrated. The Job Developer uses a combination of traditional and customized employment job development methods to discover individual’s abilities, interests, and work contributions; familiarizes self with prospective employer job duties and expectations; works with individuals to apply for selected positions using a resume, application and/or customized process; assists individuals to prepare and attend interviews. Once individuals are hired, the Job Developer supports individuals through orientation and onboarding; develops work objectives and plans; and transitions individuals to job coaching supports. Job Developer meets at least one time per week with the supervisor. Job development and related activities are scheduled and reviewed weekly to track progress made by individual job seekers. High degree of paperwork involved during Intake and Job Development. Job placement rate and timing are critical and closely monitored by the supervisor. The person selected for this job must feel comfortable in this level of teamwork.

*Essential Job Duties:*

* Assist individuals to discover their career goals and objectives, interests, abilities, needs and employment contributions.
* Match individual employment profiles to potential employers and develop jobs that individuals are interested in applying for.
* Assist individuals to develop accurate resumes, complete job applications and prepare for interviews.
* Conduct traditional or Customized Employment practices, or a combination of the two to promote job placement and retention.
* Develop individualized employment plans (IEPs) to assist individuals become job stable.

**Knowledge & Experience:**

* Knowledge and experience in traditional job development practices
* Develop weekly schedules to prioritize job development and other activities
* Comfortable meeting people for first time and negotiating job description on behalf of job seekers
* Effective communication skills with familiar and unfamiliar people
* Knowledge of the local job market trends and needs
* Providing services to adults with intellectual and/or other developmental disabilities
* Experience in job development, job placement and/or job coaching
* Working with residential service providers, families, and other professionals
* Writing effective IEPs and presenting them in a professional setting
* Knowledge and practice of applied behavior analysis principles.
* Performance outcomes analysis
* Accurate completion of Department of Rehabilitation forms such as Intake, Job Development Progress Reports amongst others.
* Effectively use Word, Excel, MS Teams and ACCESS

**Working Conditions**

**Environmental Conditions**: Office environment, operating a motor vehicle in a variety of weather/traffic conditions, working with computers; some outdoor worksite observations involving hot or cold weather conditions. High level of hours per week spent in office to conduct job development operations.

**Physical Conditions**: Essential and other important duties may require maintaining physical condition necessary for frequent appointments requiring short drives, ability to get into/out of a vehicle and sitting and walking for prolonged periods.

**Eligibility**

Must have a HS diploma, valid CA driver’s license and insurable, able to work in the US, able to pass pre-hire requirements (pass DOJ, health screen, drug test, and have negative TB and COVID test results)

**Education & Training:**

# Minimum

• Two years of experience or employment in a public vocational rehabilitation program; experience in job placement, job coaching or counseling; or other related experience working with persons with disabilities and an AA degree or verified enrollment in a related business program from an accredited college or university with specific plans for completion within a designated time frame

# Preferred

* Two + years’ experience or employment in a public vocational rehabilitation program; experience in job placement, job coaching or counseling; or other related experience working with persons with disabilities AND a bachelor’s degree in a related field such as rehabilitation, counseling, social work, psychology, education, human resource, business administration from an accredited college or university

**Certification / Licensure**

* A valid California driver’s license with a clean driving record with access to a registered personal vehicle with at least the minimum insurance coverage levels according to the State of California
* CPR and First Aid

**Abilities & Skills Necessary to Perform the Essential Duties of the Job:**

* Ability to communicate effectively in workplace, with individuals served, families, Valley Mountain

Regional Center service coordinators, Department of Rehabilitation counselors, employers, and public

* Develops IEPs that include all phases of individual supports
* Develop realistic job development and placement outcome and timelines and meets them
* Meets daily work activity outcomes without ongoing supervision and direction
* Identifies barriers and creates solutions
* Organizes daily activities, schedules to ensure timely services including coordination and documentation
* Follow policies and procedures of The Arc San Joaquin