



St. Joseph the Worker

Job Description

Job Developer

Job Title: Job Developer
Salary: DOE

Supervisor: Program Manager
Code:

Job Summary

Interacts with clients daily. Assists clients in their job search for employment, works closely with employers and social service agencies to provide the resources clients need.

Responsibilities

- Arrive promptly at 7 a.m. to prepare office for business each day.
- Coordinate with Client Facilitator for assessment and service to incoming clients; review basic information and initial impressions; maintain client database file.
- Participate in client registration, intake appointments and one on one job development to assist clients gain and maintain employment.
- Review employment applications and make referrals to appropriate employers.
- Assist clients with job related resources such as clothing, haircuts, work tools, uniforms and bus tickets.
- Able to run client related errands; i.e. purchasing resources, etc.
- Participate in off-site job development programs, events and job fairs.
- Coordinate with Program Manager to schedule employer visits, employer luncheons and service provider site visits.
- Maintain statistics and documentation for off and on-site programs.
- Coordinate with Program Manager and computer technicians to improve job development programs and statistical reports.
- Meet weekly with staff to update and review client and office procedures, coordinate schedules.
- Update job information daily through telephone contact with employers, filing binders with new job faxes from employers and using internet job finder resources to find openings.
- Maintain thorough understanding of community resources including Campus agencies in order to best assist people with referrals to other agencies if SJW services are not appropriate for their needs.
- Maintain a working knowledge of local employers, new businesses, employers who will work with felons, employment trends.
- Participate in office procedures, including daily maintenance and weekly cleaning duties.
- Run monthly reports of resources allocated to clients, client progress and off site job development.
- Represent agency in employment networking groups, service provider collaborations and neighborhood and homeless advocacy organizations.

Qualifications

- BA/BS in a related field or combination education and relevant experience
- Professional and/or volunteer experience with direct service
- Must possess excellent written and verbal communication skills
- Must possess strong organization skills