

Job Developer

Classification: Hourly, Non-Exempt
Reports to: Employment Manager
Location: Milton-Freewater / Pendleton / Hermiston (circle one)

Job Description

Objective

This position develops community employer relationships to identify job opportunities for individuals with disabilities, markets Horizon Project Inc. (HPI) employment programs, coordinates job resources, and performs employment-related duties as assigned.

Essential Responsibilities and Duties

Performance Standards

- Works independently without direct supervision.
- Follows through on assigned tasks and completes all planned activities.
- Accepts and applies job-related feedback from management.
- Notifies appropriate persons of hazardous health and safety conditions.
- Follows transportation safety guidelines when operating a HPI vehicle.
- Reports personal injury, vehicle accidents, and citation to manager and Human Resources (HR) immediately.
- Creates and maintains employment files that are organized and accessible as needed.

Job Functions

- Involves individual clients in Discovery Process, community based assessment, Person Centered employment planning (including goals, transferrable skills, support strategies), and portfolio development.
- Initiates and maintains ongoing contacts with a variety of business and industry representatives and job placement/training agencies to promote programs for client placement.
- Make cold calls to potential employers.
- Identifies the benefits and employment support services provided by programs to employers, including addressing employer's special needs.
- Researches Internet, newspapers, agencies, and other resources for job leads.
- Locates job for individual clients.
- Collects data from employers related to job orders, including job requirements and skills.
- Ensures qualified applicants are available and ready for positions identified.
- Refers qualified applicants to employers and conducts necessary follow up when applicants are placed in positions.
- Keeps current on and participates in outreach and recruitment activities, including attending job fairs.
- Documents and maintains data on client behavior, job performance (time studies, etc.).
- Develops and writes Employment ISPs and attends ISP meetings when possible.
- Participates in standard Discovery assessments for individual clients.
- Provides instruction to clients in job seeking, application procedures, resume writing, interview preparation, and job retention skills.
- Assists clients in preparing job search portfolios.
- Provides job search/career information workshops and presentations for clients.
- Arrange for employment interviews.
- Provides labor market and community resource information.
- Maintains contact with employers during client's employment and reports results to appropriate staff.

- May drive clients to interview, job fairs, and other organizations.
- Coordinates business orientations.
- Assists employers in researching complaints, problems, or concerns with client on-the-job-performance.
- Provides networking opportunities between agencies.
- Assists in developing flyers, brochures, and other methods to advertise job placement activities.
- Coordinates and distributes information and materials for meetings.
- Prepares forms and reports related to job placement.
- Review and provide accurate Brokerage attendance sheets, monthly Brokerage progress reports and monthly Brokerage billing. Update Brokerage contracts/hours/codes as needed as well as Employment Path ISPs.
- Keeps current with employment trends and maintains updated labor market information.
- Participates as a team member in interactions with co-workers and attends and contributes to staff meetings.
- Applies core values of ethical behavior, effectiveness, and efficiency, dignity, and respect for all interactions with clients, family members and the public in daily job performance.

Qualifications

- Must have the ability to:
 - Read and write at a level consistent with the functions of the position.
 - Effectively market and represent the employment program to clients and employers.
 - Use a computer to prepare and maintain documents, presentations, databases, and search the Internet.
 - Use the Discovery process to assess the interests and aptitudes of clients.
 - Multi-task a variety of projects simultaneously while working independently to meet timelines.
- Must have knowledge of methods and techniques of job placement and knowledge of local market trends in both private and public sectors.
- Must have basic computer and time management skills.
- Must have experience working with “at risk” populations.
- Experience in public relations and sales is desirable.
- Must complete required ODDS job development training as soon as possible.

Work Schedule

The normal work schedule will vary to accommodate the schedules of the clients supported. It is the attendance standard of the employer that all employees shall be present and on time for each shift that they are scheduled to work. Time off may be approved if allowed by applicable policies covering illness, injury, or other personal emergency.

Physical Demands

This position requires standing, sitting, bending, stooping, typing, reading, comprehending, and acting on detailed instructions. Some lifting may be required to assist in physical transfers – up to 50 lbs.

Work Environment

This is primarily an office job; however, it will involve interaction with intellectually and/or developmentally disabled individuals which can result in physical contact and/or verbal exchanges.

Other Requirements

All positions with Horizon Project, Inc. require that the employee have and maintain a valid driver license; be insurable by Horizon’s auto insurance carrier; and, meet and maintain driver eligibility standards as outlined in Horizon Project’s Employee Handbook.

Each employee must have Job Developer certification by an accredited training program within 90 days of hire. Each employee must have a valid CPR/First Aid certification within 90 days of hire. In addition, all employees must successfully complete Oregon Intervention System (OIS) general level training and any other training courses as assigned by HPI.

Acknowledgement

Your employment is at-will. This means that you may resign your position at any time, for any reason. In turn, Horizon Project, Inc. may terminate your employment at any time for any lawful reason, with or without cause.

I understand that this document does not constitute a written contract for employment and that no one other than the CEO of Horizon Project, Inc. has the authority to enter into any such contract.

I have read and understand the above job description and agree to perform the job duties to the best of my ability.

Employee Signature: _____ Date: _____

Employee Name Printed: _____

I have reviewed the job description with this employee.

Supervisor Signature: _____ Date: _____

Supervisor Name Printed: _____