

JOB DEVELOPER

Reports to: Director of Abilities First Employment Services
FLSA: Non-Exempt
Salary Range: \$13.50 - \$15.38 hourly

DEFINITION

The Job Developer is responsible for working with community and local employers to secure meaningful and appropriate employment opportunities for individuals served by Abilities First.

ESSENTIAL RESPONSIBILITIES AND DUTIES

Develop and establish positive relationships with local business and industry leading to quality job placements for participants in Abilities First programs according to targeted outcome goals.

Along with the participant, develop a Discovery and Exploration Plan that clearly identifies the individual's job objectives and goals for reaching the objectives, strategies for achieving goals, and parties responsible for achievement of objectives and goals as is required by Vocational Rehabilitation and CARF standards.

Conduct individual or group sessions with job-ready participants addressing looking for a job, interviewing, resume development, hygiene and grooming, and any issues that need to be identified along with solutions (i.e. need for accommodations, appropriate attire, criminal background check, etc.)

Maintain system of employer contacts allowing for a shared database of potential employers that identifies types of jobs, job requirements and contact person so that other participants may be able to match person to potential jobs and employer.

Assess the training, experience, and personal qualifications from program participants and match them with employer's required qualifications.

Provide on-site assistance with interviews, orientation, initial job training, and continued support.

Identify key employees at the workplace to provide natural supports that lead to successfully training and retaining the new employee using workforce-based mentoring, and transition the ongoing provider support role to the job coach to develop these relationships.

Completes all required documentation that includes, but is not limited to, plans, progress reports, job development logs, and then submits the data collected either daily, weekly or monthly as required.

~~progress reports, job development logs, and submit data collection.~~

Provide or arrange for AFES staff to provide training on employment of individuals with developmental disabilities in business and industry.

Visit local employers to evaluate job content, working environment, and the ability of the employer to meet job accommodations and solutions to employment barriers.

Maintain all participant documentation required by Abilities First, Vocational Rehabilitation, DMH and/or any other entity providing oversight or regulation.

Attend staff meetings, conferences, and trainings as required or assigned and implement new information accordingly.

Update and upgrade skill levels by attending agency provided in-service training or other authorized training for a minimum of 20 hours within the first twelve months of employment, and 4 hours each subsequent calendar year.

Light lifting required and extensive sitting.

Perform other related work as assigned.

Must have a valid Missouri driver's license, reliable transportation, an acceptable driving record, and auto liability insurance that meet the requirements set by Abilities First.

Must be able to drive locally for work-related assignments.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to identify potential abuse and neglect situation and follow protocol according to all applicable regulatory requirements.

Ability to communicate effectively.

Ability to establish effective working relationships with co-workers and the public.

Ability to bend, sit, stand, and stoop.

Demonstrates professional work ethic.

Must be able to pass a background screening.

EXPERIENCE AND EDUCATION

Bachelor's Degree preferred (may combine college credit and work experience to substitute for degree).

Minimum three (3) years experience working with individuals with developmental disabilities, especially related to job readiness and/or placement.

Revised 11-5-18