

Job Developer



Position Title: Job Developer

Reports to: SEP Manager

Status: Salaried Exempt

Role:

The Job Developer's primary responsibility is to meet the target goals set by Pathways management, to place "ready to work" consumers in paid individual employment opportunities and provide group placement opportunities for remaining population. Develop employment opportunities for consumers through regular relations and community interactions. In addition to performing as a job coach when needed.

- Utilize market analysis techniques to develop job leads for consumer placement
- Follow up on various leads with potential employers to develop actual jobs
- Conduct Task Analysis and Time Studies for group placements in industry/community based employment settings necessary for submission of contract bids or placement
- Interview consumer to determine their preferences and appropriate job match
- Assist consumer in completing job application for interview
- Provide "Disability Awareness Training" for potential employer and employer staff if placement is secured

Work Hours/Structure:

- Job Developer shall set a schedule that includes:
- Cold Calls, Follow Up on job leads
- In person Community Relations and Client Visits
- Consumer Assessments
- Reporting/Tracking

Minimum Qualifications:

- One year of work experience in marketing or related field
- Good oral and written communication skills
- Fingerprint Clearance
- Ability to travel locally, reliable transportation, proof of valid California driver's license,
- Proper auto insurance and vehicle registrations