



JOB DEVELOPER
(\$2,500 - 4,000 monthly)

POSITION DESCRIPTION:

Under direction of DRC staff, establishes and maintains activities to develop, locate, and secure job openings for DRC students and clients; markets programs and coordinates job resources; performs related duties as assigned.

Must be able to pass CDCR clearance. A criminal record will not automatically disqualify applicants.

DUTIES AND RESPONSIBILITIES:

1. Initiates and maintains ongoing personal contacts with a variety of business and industry representatives and job placement/training agencies to promote programs for participant placement
2. Makes cold calls to potential employers
3. Explains the benefits and employment support services provided by DRC programs to employers, including addressing employer's special needs
4. Researches Internet, newspapers, agencies, and other resources for job leads
5. Locates jobs for participants who have successfully completed training programs
6. Collects data from employers related to job orders including job requirements and skills
7. Matches job skills with applicant qualifications
8. Refers qualified applicants to employers and conducts necessary follow-up when applicants are placed in positions
9. Keeps updated regarding job fairs and Internet resources
10. Researches various resume programs
11. Participates in outreach and recruitment activities by coordinating and attending job fairs.
12. Assesses parolee to determine training and Career Technical Education (CTE) needs
13. Assist in formulating plans to achieve occupational goals and refer parolees to appropriate employers, training and educational facilities or other community agencies and organizations

14. Provide employment services including résumé writing, mock interviews, time management, how to get along with others in a work environment, and how to follow instructions
15. Assist parolee with assembling documents as necessary to legally work within California (e.g. California ID, Social Security Card, etc.)
16. Identify the benefits of completing the criminal record expungement process, and provide information or a referral on how to expunge a criminal record, and obtain a Certificate of Rehabilitation
17. Mentor the parolee in disclosing appropriate information regarding past convictions and/or parole status to the employer
18. Work with parolee once they have been employed to address issues that may arise after job placement

QUALIFICATIONS:

Education:

1. A BA or BS degree from a granting institution accredited by the WASC or equivalent accrediting agency is desired.
2. A minimum of one (1) year of experience as a Job Developer or similar position;
3. Or shall possess a high school diploma, or its equivalent, and a minimum of four (4) years of experience as a Job Developer or similar position.

Training and Experience:

Any combination of training and experience which demonstrates ability to perform the duties as described; verified experience in job placement in either private or public agencies within the last four years; experience working with at-risk populations; experience in public relations and in technical writing is desirable.