



CHOICE, unlimited

“Opening Doors to Employment & Opportunity”

Job Developer

Job Description

Requirements for Position: Experience and/or educational background in sales, marketing, education, vocational rehabilitation, business.

Must be able to work with a wide range of people. Must be able to relate to and understand barriers of persons who have varying disabilities and other barriers to community employment such as low income and poverty issues. Must be able to communicate to individuals, small and large groups the mission of this agency and the people it serves. Must be able to relate and coordinate activities with a wide range of agencies, businesses, professional and non-professional staff.

General Responsibilities:

- A. You are a member of the overall agency program team that assures a good quality of life for the people served in the program.
- B. Responsible for knowing the person being served and assisting that person in fulfilling their career outcomes.
- C. Understand and adhere to CHOICE, unlimited’s mission, philosophy, policies, and procedures.
- D. Represent CHOICE, unlimited and the people served, as an integral resource and member of, the community.

Specific Responsibilities for promoting choice:

- 1. Promote individual choice in developing and participating in a variety of community work and vocational opportunities.
- 2. Assist people served in actively exercising their rights to the best of their ability.
- 3. Have a working knowledge of each person served, which includes his or her vocational strengths, likes, and preferences, and use that knowledge in order to match these strengths, likes, and preferences to align with an employment opportunity.

Specific Responsibilities for developing relationships:

- 1. Network with community employers to secure employment for people served in all programs.

2. Focus and secure employment for people served through the following programs: CHOICE, OPTIONS, CADI-TBI, and Work by Design-SES, VRS/DVR, and Ticket to Work and various grant programs.
3. Have a meaningful relationship with the people served based on dignity and respect at all times.
4. Represent CHOICE, unlimited at a variety of community organizations and activities including but not limited to NAPT, Chamber of Commerce events, and local Job Fairs.
5. Maintain appropriate boundaries with all staff, consumers, and employers, respecting their roles and duties as they relate to their specific position within the agency.
6. Maintain confidentiality and data privacy at all times when dealing with information in regards to the people that we serve..
7. Provide positive support when working with people served throughout the day.
8. Maintain a productive working relationship with all members of the consumer's support network, assuring open communication with Rehabilitation Counselors, County Case Managers, Parents, Residential staff, and other professionals.
9. Maintain open and constructive communication with Employment Coordinator.
10. Assist employers in understanding tax credit information and the advantages associated with hiring people who qualify for this incentive.

Specific Responsibilities for implementing Job Development and Career Plans

1. Assist in the development of an individualized career plan following the consumer Intake meeting.
2. Meet with people served and help them develop resumes, cover letters, and complete applications.
3. Assist people served in preparing for interviews, taking Civil Service tests, following up with employers, and updating and maintaining an active file with job services.

Specific Responsibilities for the Health and Safety of the individual being served:

1. Complete incident, accident, and seizure reports promptly.
2. Observe safety and caution when driving vehicles and transporting people served.
3. Know and follow OSHA and work site safety skills at all times.
4. Certified in First Aid and CPR.
5. Understand potential safety hazards at a job site and work to mitigate these hazards in light of potential challenges or limitations the person served may be experiencing.

Specific Responsibilities for staff training/personnel:

1. Act as an individual consumer advocate when needed.
2. Attend staff training according to agency requirements and provide supervisor with appropriate documentation.
3. Attend staff meetings according to agency requirements and notify supervisor when unable to attend.
4. Complete all necessary personnel forms and provide supervisor with appropriate documentation in a timely manner.

5. Submit time forms and mileage forms when due.

Program Management related duties:

1. Maintain necessary record keeping systems specific to each person served.
2. Complete detailed job analysis, task analysis and facility abuse and prevention plans.
3. Follow Department of Labor guidelines for community placements.
4. Act as a liaison with employers, and other agencies relative to client services.
5. Assist in the recruitment, screening and admission of people into the programs as openings occur.
6. Act as an individual client advocate.
7. Document communication with community employers, residential staff, parents, etc.
8. Document all job development progress on specific people we serve on a daily basis, and complete job development reports on a monthly basis.
9. Utilize all job development hours allotted for consumers referred through the VRS/DVR program every month.
10. Have good working knowledge of the programs and services CHOICE, unlimited offers to people who experience barriers to employment and community inclusion.
11. Educate and refer people served and their support network to other services CHOICE, unlimited provides, i.e. situational assessment.

Specific Responsibilities for Assistance with Outcome and Program Development and Documentation:

- 1.
2. Complete training for Job Development report writing.
3. Meet all indicated timelines as assigned by your direct supervisor.
4. Responsible for the procurement of jobs for people referred through the DRS program primarily.

Other Responsibilities:

1. Assume any other temporary or permanent responsibilities as assigned by the Executive Director.

Responsible to:

1. The Job Developer is responsible to the Executive Director or the Employment Coordinator, which will be determined by the specific duties.

An Equal Opportunity Employer