Job Description

Employment Development Specialist (Job Developer)

AGENCY: Interim, Inc. is a private non-profit agency which provides residential treatment, affordable housing, supported education/employment and social rehabilitation programs for adults with mental illness.

SALARY: Commensurate with experience; Medical/Dental/Vision Plans (80% premium paid); 403(b) Savings Plan; paid vacation and sick leave.

HOURS: Part-time 32 hrs/wk; non-exempt (eligible for overtime); scheduled hours vary, evenings and weekends required.

JOB DESCRIPTION: Under the general supervision of the SEES Program Director, the Job Developer is responsible for the development of relationships with community businesses and employers to provide employment opportunities for adults with mental illness, commensurate with individual skills, abilities and career goals. The incumbent is responsible for working with employers to reduce client barriers to obtaining and retaining employment.

MINIMUM QUALIFICATIONS: BA/BS in human service field, business, personnel management or vocational services, MSW or CRC preferred; supervisory experience and budget management skills also preferred. Two years’ experience in job developing, placement or vocational coaching required; or equivalent combination of education and experience; proven marketing ability and accomplished in networking and “closing” techniques; ability to build and maintain effective job development methods and placement sites. Effective organizational skills and ability to work independently and in a small team environment as well as coach and instruct others are essential skills. Must have knowledge of psychiatric disabilities, vocational rehabilitation or supported employment principles. Utilizing the principles and values of wellness and recovery, work effectively using a strength-based, harm reduction, social rehabilitation model with individuals having different value systems, ethnicity, cultural backgrounds, language capabilities and disabilities.

Also required are strong interpersonal skills, the ability to use tact and diplomacy to build productive relationships and deal effectively and resourcefully with clients, employers and public. Excellent English verbal and written communication skills; bilingual Spanish skills preferred.

Essential Job Functions Include but are not limited to the following:

1. Job Development: Perform a variety of activities that result in the development of opportunities for the employment of agency clients.
   a. Initiate and maintain ongoing contact with employment sources, such as businesses, industry representatives, and job placement agencies, by cold calling, public presentations, and networking.
   b. Document all contacts made and maintain employer files.
   c. Complete Work-site Analysis as necessary
   d. Collect data on employers’ employment opportunities, including specifics of job openings, requirements, compensation ranges, and benefits to share with clients; maintain up-to-date job bank.
e. Keep updated on and utilize various means of job sourcing, such as job fairs, use of the internet for job boards and company research, and employment-related events.

f. Research and report local employment trends and specific employment opportunities to staff and clients.

g. Co-lead job club groups for clients (teaching employment preparation skills.)

2. Job Placement: Provide assistance with job placement, post-placement job coaching, and other related support services to assist clients in reducing barriers to obtaining and retaining employment.

a. Maintain job development files on each client referred to Job Development.

b. Meet with client to establish job development services to be provided.

c. Co-lead with other Employment Training and Develop Specialist (ETDS) staff, employment workshops and provide coaching on job searches, application procedures, resume writing and interview preparation, behaviors and skills.

d. Match clients’ job skills and abilities to appropriate opportunities.

e. Detail qualifications and work site requirements to ensure applicant readiness and success on the job.

f. Document job procurement assignments given to client for use by ETDS to overcome barriers to employment.

g. After clients are placed, develop with ETDS staff follow-up plan to provide job retention coaching, such as further skill development and workplace expectations and behaviors.

h. Document follow-up contact with employer.

3. Other Job Functions Include:

a. Participation in staff meetings.

b. Work irregular work schedule when necessary.

c. Travel to employer’s place of business and provide transportation in personal or a agency vehicle for clients to attend interviews and job-related events.

d. Maintain information tracking systems as directed by Supervisor.

e. Conduct marketing and public relation activities as directed by Supervisor.

f. Other duties as directed.

Physical/Sensory requirements: Ability to drive an automobile; ability to see well enough to read data on a computer screen and text in written documents; ability to perform computer keyboard operations; ability to hear normal conversations and answer phones; hand, finger, and body coordination sufficient to fulfill requirements of the position; ability to stand and sit for extended periods of time.

REQUIREMENTS: Over 21 or minimum 2 years driving experience; valid California driver’s license; auto in safe operating condition; auto liability insurance; good driving record; criminal record clearance and good general health and ability to pass physical exam; proof of authorization to work in the United States as required by Immigration and Reform Act of 1986.

Interim, Inc. is an equal opportunity employer.

Interim Inc. is guided by the precept that in no aspect of its programs, services or employment practices shall discrimination be permitted because of race, color, national origin, gender, age, creed, religion, physical or mental disability, marital status, medical condition, veteran status, pregnancy, childbirth, or related medical condition, citizen status, veteran status, sexual orientation, gender identity, or other characteristic protected by state or federal law. To comply with the Americans with Disabilities Act and other applicable laws ensuring equal employment opportunities to qualified individuals with a disability, reasonable accommodations are made for the known physical or mental limitations of an otherwise qualified individual with a disability, unless hardship, direct threat to health or safety, or other job-related consideration exists. Individual who feel that they have been unlawfully discriminated against because of membership in one of the protected classes should contact the following: Director of Human Resources, Interim, Inc., PO Box 3222, Monterey, CA 93942. (831) 649-4522.