

JOB DEVELOPER

DEFINITION:

Under general supervision, to work with employers and community organizations to determine and develop job opportunities for students; provide assessment of, and training in, vocational, occupational, job search and related techniques for students; to provide job coaching for placed students; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This classification works primarily in the Workability III program to coordinate and oversee student placement and retention in a variety of employment settings. This class is distinguished from Vocational Instructional Specialist, which focuses on direct supervision and training of student clients rather than job development.

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Establishes and maintains contacts with employers in the private and public sectors, and community groups to develop job openings and contract employment, and place students; works with employers on job and standards modifications to expand availability of jobs for students;
- Provides job coaching, training and motivation at work sites to ensure student performance, and that employers' expectations and requirements are met; may personally perform tasks for the student on the job when required;
- Assists the instructor with vocational, learning style, training needs, and other assessments for students;
- Assists the instructor with the development of training plans and training of students in vocational skills, job readiness skills, and social skills and behavior including use of behavior modification techniques and positive reinforcement strategies;
- Provides training to students on resume, cover letter and application preparation, and job search and interviewing techniques;
- Assists the instructor in the administration and scoring of standardized tests;
- Monitors student academic progress to ensure continued program eligibility;
- Refers and assists students with application and entry to supplemental programs and services such as regional centers, financial assistance, rehabilitation, independent living, child care, transportation, housing, other support and related services;
- Attends and participates in a variety of planning, training, problem solving, staff, interagency and committee meetings;
- Documents student contacts to maintain contract requirements; prepares and maintains a variety of records, correspondence and reports related to student placement, employment,

- attendance, status, progress, payment, contracts and other;
- May assist in coordinating career days and related occupational exploration;
- Assures compliance with established procedures, regulations and requirements.

MINIMUM QUALIFICATIONS:

Knowledge of:

Principles and practices of job development, placement and coaching for students with disabilities, including identifying local labor market resources.

Basic principles and practices of career development including assessment and testing, job application and job search techniques.

Techniques and methods of behavior modification, positive reinforcement, coaching and motivation.

Community and governmental resources and referral agencies, regulations and requirements.

Computer systems and applications.

Skill in:

Establishing and maintaining effective working relationships with those contacted in the course of the work, including public and private sector employers, community and governmental agencies, faculty and staff, and families of and individuals with disabilities, including negotiation, coaching, training and motivation.

Rapidly learning and teaching a wide variety of job skills applicable to various jobs.

Developing resources, employer and vendor contacts.

Preparing and maintaining a variety of reports, records, logs and forms.

Collecting, organizing, and analyzing data and information.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.

ILLUSTRATIVE EDUCATION AND EXPERIENCE: A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

An Associate of Arts degree in a closely related field and three years of increasingly responsible experience in job or career development.

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

Working with power equipment, bodily fluids, and individuals with limited emotional restraint; lifting, pushing and pulling objects weighing up to 50 pounds; manual dexterity to operate equipment and manipulate objects; walking, standing, stooping, kneeling, and reaching; speech and hearing to give and receive instructions, information and presentations. This work is performed indoors and outdoors including exposure to inclement weather.