

JOB DEVELOPER

DEFINITION

Under general supervision, performs short-term vocational training and job placement for refugees and/or other specially funded client groups in response to the needs of the community; and performs related work as required.

LICENSE REQUIRED

Possession of a valid and appropriate California driver's license.

EXAMPLES OF DUTIES

Researches, compiles, and synthesizes needs assessment data for specially funded job development/placement programs. *E*

Establishes and maintains working relationships with agencies involved in job placement activities. *E*

Contacts prospective employers to assess their employee needs. *E*

Develops job sites and works closely with job counselors to insure appropriate employee placement. *E*

Coordinates with staff to maintain client files and records. *E*

Performs follow-up activities with employers and employees. *E*

Assists students in job search techniques. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Career and occupational resources;
2. Special needs and culture of refugee groups (Vietnamese, Laotian, Cambodian), and/or other specially funded client groups;
3. Federal and state job placement requirements;
4. Private sector business activities and practices;
5. Good English usage, spelling, grammar, and punctuation;
6. Report preparation and correspondence methods; and
7. General principles of supervision and training.

Ability to:

1. Communicate effectively with culturally diverse students, agencies, and employers;
2. Be sensitive to the needs of individuals from varied socio-economic and educational backgrounds;
3. Provide leadership at county meetings pertaining to employment activities;
4. Demonstrate initiative, flexibility, and tactful judgment in the business community;
5. Prepare accurate records, reports, correspondence;
6. Use a typewriter (no speed requirement);
7. Work independently with a minimum of supervision;
8. Understand and carry out oral and written instructions;
9. Establish and maintain effective relationships with those contacted in the course of work; and
10. Perform simple and repetitive tasks.

EDUCATION AND EXPERIENCE

Individuals possessing the knowledge, skills, and abilities listed are considered to possess the necessary education. Some experience with the bilingual community is desirable.

WORKING CONDITIONS

Environment:

Indoor work environment; and subject to driving a vehicle to conduct work.

Physical Abilities:

Hearing and speaking to exchange information in person or on the telephone, seeing to read and assure accurate records and reports.

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5/85