

JOB DEVELOPER I

DISTINGUISHING FEATURES OF THE CLASS: This is interviewing and technical work of a moderately complex nature which involves a responsibility for locating as well as developing job openings for and evaluation of the employment potential of a specific target population e.g. the elderly, displaced homemakers, persons changing careers, youth program participants, etc. In addition, consideration may also have to be given to age, income and/or other characteristics of the clients served. The work is performed under general supervision and work guidance (e.g. lead work) may be provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Interviews enrollees and evaluates intake forms to establish a work history for each;
Designs and develops employability plans to meet specific needs;
Contacts public and private sector employers to develop and promote job opportunities;
Plans and implements workshops for target client population to aid in such areas as appearance, resume writing, preparation for employment interviews, application completion, etc.;
Visits worksites in order to verify wages, working conditions, hours worked and assess transportation needs;
Prepares and arranges for publication of weekly employment column;
Speaks before various groups to explain program objectives, goals and functions;
May represent the agency at legislative and other meetings as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of general rules and regulations with reference to employment as well as rules and regulations of the agency in which employed; working knowledge of interviewing techniques; working knowledge of the social and economic problems of the unemployed; ability to establish and maintain cooperative relations; ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS:

A Bachelor's degree and one (1) year of work experience in employment interviewing, employment counseling, job placement, job development or related field.

NOTE: Work experience which included substantial public contact may be substituted for the college education (but not high school) on a year-for-year basis. Additional years of the required specialized experience may be substituted for the college education on a one-for-two basis.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license or access to transportation to complete field assignments.

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Competitive