



JOB DESCRIPTION

NOTICE: This job description is provided as a general summary of common job duties performed by individuals assigned this job title. It is not all-inclusive, nor is it intended to create a contract, written or implied, between employees and Building Opportunities for Self Sufficiency, nor does it in any way alter the employment-at-will relationship that exists between employees and Building Opportunities for Self Sufficiency. As a condition of employment, all agency employees are expected to perform job duties assigned by agency management even when such duties are not included in their job description.

JOB TITLE: Job Developer

REPORTS TO: Workforce Development Manager

EMPLOYMENT STATUS: Non-Exempt

TIME COMMITMENT: Full-time

BARGAINING UNIT: Local Union #1991, IUPAT, AFL-CIO.

STARTING HOURLY RATE: \$76,000

ORGANIZATION

The mission of BOSS is to help homeless, poor, and disabled people achieve health and self-sufficiency, and to fight against the root causes of poverty and homelessness. The organization was founded in 1971 by a group of volunteers from the Hillel Streetwork Project in Berkeley who responded to the needs of mentally ill individuals being released to the streets by state hospital closures. Today, BOSS develops solutions to mass homelessness, mass incarceration, and community violence and is dedicated to the inclusion of people marginalized by addiction, trauma, criminality, incarceration, poverty, racism, sexism, homelessness, and violence with an intentional focus on four areas of service with Housing Security, Criminal Justice Reentry, Neighborhood Safety, and Social Justice Programs and services. BOSS works one-on-one with each family and each individual to help them achieve stable income, permanent affordable housing, and lasting wellness.

POSITION DESCRIPTION

Under the supervision of the Workforce Development Manager the *Job Developer* is responsible for developing and coordinating employment job searches for participants in the community, including initial assessment, scheduling, and supervision of participants. It is responsible for ensuring that all field and phone surveillance requirements are met. In addition, it provides individual and group job readiness discussions and training in accordance with organizational policies and contract requirements. This role works onsite, as part of BOSS Centers of Excellence: Career Training, Education & Housing Center.

Essential Functions (Key Duties and Responsibilities):

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

- Initiates and maintains personal contacts with business and industry representatives to set up recruitment profiles and provide orientations; schedules and visits potential and existing employers to identify and develop positions for program participants.
- Establishes and maintains temporary, full-time, part-time, job banks.

- Assists qualified participants in identifying positions in their field of interest; assists in the development of resumes, cover letters, and applications; advises participants on employability skills; works with participants to gain relevant skills; helps participants explore alternative employment options.
- Maintains currency with industry trends; updates labor market information by researching online resources, attending meetings, maintaining contacts with local job banks and career centers, and networking with professional/community organizations that are involved in job placement/training activities.
- Communicates with employers during participant's employment and reports results to the appropriate supervisor. Works with other staff to collect and track job placement data; compiles data and prepares reports and correspondence regarding job development and placement efforts.
- Works collaboratively with staff to coordinate and facilitate recruitment days, employer panels, and targeted job fairs.
- Assists in the development of marketing and promotional materials to advertise job placement services and activities.
- Assists participants in obtaining necessary documents to provide identity and right to work so that they will meet employer requirements.
- Prepares and keeps current a list of all prospective employers and jobs available in the area.
- Establish an employer database and referral system.
- Meets with participants to establish job search work plans that are both viable and realistic.
- Conducts group meetings with unemployed participants weekly to teach job search skills including application completion, resume writing, or interviewing techniques so that they might present themselves in a more positive way to prospective employers and increase their employment potential.
- Monitors participant pay stubs in order to ensure that they have continued in their employment and that they have worked the number of hours for which they have been signed out in the log. Makes periodic on-site job inspections only if mandated by the contract.
- Develops and maintains a job bank, referral sources for vocational training classes, and Community Resource Manual so that updated employment opportunities and resources will be readily available to participants.
- Develops and maintains working relationships with the state, county, and federal program administrators who can provide assistance to participants with on-the-job training and education.
- Contacts other available sources of subsidized assistance training programs:
- Makes entries in participants' files regarding employment and school status and progress so that progress can be measured and assistance is given, as needed.
- Maintains or exceeds employment goals that have been established by management to improve participant morale and enhance self-esteem through employment.
- Implements formal or informal disciplinary action for rule violations according to procedure to comply with government and contracting agency requirements.
- Participates in staff meetings by sharing observations and recommendations regarding the facility, participants, and staff relations to identify and solve problems and function as a unified team.
- Maintains confidentiality obtained through job duties regarding employees, vendors, participants, outside agencies, etc. so that sensitive information is only given on a "need to know" basis.
- Complies with work rules and policies as explained in the company Employee Handbook, and the Facility Policies and Procedures Manual; and responds positively to directives from managers and supervisors in a cooperative spirit to ensure conformance to standards.
- Adheres to attendance policy; works overtime as required, to ensure adequate coverage of the program and to ensure the safety and security of the participants.
- Complies with safety rules; takes appropriate corrective action to ensure work is performed in a safe manner and without injury to self or others.
- Communicates effectively with all levels of staff in a manner that promotes team spirit and a sense of cooperation.
- Performs other duties as assigned.

Team Participation

- Participates in staff meetings and other group activities essential for operations
- Leads team discussions on participant progress and lack of progress, and helps to develop possible solutions to ensure best support for the participant's success.
- Promotes good community relations and utilizes community services and resources.
- Attends scheduled training programs for professional development that includes, at a minimum, training required by BOSS and by regulatory and accrediting bodies.
- Assumes on-call responsibility, as assigned.
- Performs other duties as assigned.

ABILITY TO:

Develop and maintain collaborative working relationships with participants, staff, and industry partners; interpret policies, procedures, techniques, and rules governing employment and job placement; demonstrate sensitivity to, and respect for, a diverse population; represent BOSS by giving presentations and participating in meetings with individuals and groups; communicate effectively in English, both verbally and in writing; work independently with minimum supervision; monitor, track and compile statistical information; give and follow written and oral instructions.

KNOWLEDGE OF:

Local economic and labor market conditions and trends; effective techniques for contacting potential employers; job development and job placement techniques, accepted standard employment practices; community resources and professional organizations; City, State, and Federal laws, regulations, and codes related to employment and Equal Employment Opportunity; modern office methods; emerging technologies and standard office productivity software; understanding laws and regulations governing state and federally funded programs including labor laws, budgets, and revenue control.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities.

Education: Bachelor's degree with relevant coursework (such as Human Resources, Marketing, Public Relations, or Business Administration).

Experience: Increasingly responsible (approximately 2-4 years of full-time equivalent experience) experience in job development, human resources, job placement, or closely related field.

Other expectations:

- Access to a reliable vehicle, insurance, current CA driver's license & good driving record.
- Certification in CPR/First Aid.

LANGUAGE SKILLS:

Ability to read and comprehend instructions, short correspondence, memos, business correspondence, and all other mental health-related documents. Ability to write clear, concise, and accurate correspondence. Effective oral and written communication skills.

MATHEMATICAL SKILLS:

College-level mathematical skills are required.

REASONING ABILITY:

Ability to solve complex problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram form. Demonstrated skill with problem-solving techniques.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by staff member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of the job, the employee is regularly required to sit, stand, move up and down stairways, talk and hear, and drive to and from community appointments. The employee must regularly lift and/or move up to ten pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

MENTAL DEMANDS:

This position requires the individual to work with minimal supervision. Guidance is available as necessary, however, the individual is expected to be able to function autonomously and make individual decisions when appropriate. The position does require an ability to interact with a variety of individuals and the ability to meet deadlines and time pressure based on the volume of work.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The noise and/or level of distractions in the work environment is usually moderate.

CONCLUSION:

I invite you to be part of a vibrant and talented team that is committed to promoting health and self-sufficiency, fighting for equity, and celebrating diversity and inclusion!

BOSS is committed to the principle of equal opportunity in education and employment. BOSS does not discriminate on the basis of sex, race, color, creed, national origin, age, religion, sexual orientation, gender identity, gender expression, veteran status, or disability in admission to, access to, treatment in, or employment in its programs and activities.

Black, Indigenous, People of Color and individuals with lived experience are highly encouraged to apply!

Send resume and cover letter to:

Human Resources

hrjobs@self-sufficiency.org