



Job Description

Job Title:	Employment Consultant/Job Developer
Salary Range:	Min. \$34,000/yr. Mid. \$40,000/yr. Max. \$48,000/yr.
Department:	Career Services
Reports to:	Client Services Senior Consultant

Position Summary:

Building relationship with local businesses, networking with professionals in the community, and providing comprehensive employment services to persons with intellectual disabilities. Contacting businesses and HR professionals that could be potential positions that are of interest to the client. Provide assessment, independent living services, job placement and retention services to a broad range of persons with disabilities.

Essential Functions:

- **Client Recruitment/Referral:** Responsible for contacting and requesting referrals from potential participants, Case Managers, Vocational Rehabilitation Counsellors, parents, residential providers, and other potential referral sources to meet program and case load enrollment goals.
- **Program Orientation:** Responsible for the explanation of program design and completion of all initial paperwork. Obtain signatures and provide clients and involved others with a copy of all required paperwork. Has final responsibility for the completion and review of all documents filed in client file.
- **Assessment:** Conduct initial discussions with participant, and/or family and other support persons as appropriate, concerning his/her education, work history, interests, abilities, and other relevant factors to assess employability, education, needs, desires, and abilities.
- **Individual Service Plan (ISP):** Work with participant and relevant support persons to develop a plan including reasonable goals, barriers, education, work experience, training, job coaching, skill development, job placement, pre-employment training, employer tours, volunteer opportunities, transportation training and life skills. Update plans at a minimum of every six months or as changes occur.
- **Job Development/Job Placement:** Develop an Employer First Recruiting Strategy and/or a Client First Recruiting Strategy, targeting reputable employers with jobs in in-demand occupations. Responsible for initial contact of private and public-sector employers for the purpose of job placement. Conduct ongoing follow-up with potential employers on an as needed basis. Cold calls and presentations to employers are primary aspects of job development. Job placement must be made in accordance with client's ISP, program, and contractual requirements. Must meet/exceed annual employment goals and assist the organization in reaching team employment goals. Provide employer services through training, support, applicant screening and assistance with tax credits.



- Placement Negotiations: Responsible for proactive communication concerning, but not limited to, the following:
 1. Develop job order and employer commitment to hire our clients, including beginning pay, benefits, start date, job coaching plan and coordinator continued supports and retention services.
 2. Explain services and expectations to employers and customers.
 3. Marketing and cold calling to new businesses to determine companies that embrace our mission to employ our clients in a competitive integrated environment.
- Employment Readiness Training: Work with clients to produce resumes, prepare for interviews, and fine tune soft skills to ensure employability.
- Job Coaching: Train clients on-site. Develop an individual training plan for each client using job analysis, task analysis, corporate culture analysis and other employer resources. Provide training to develop clients' ability to meet employer expectations, productivity rates and quality levels. Train clients according to employer health and safety practices. Train co-workers and supervisory personnel on working with a person with disabilities.
- Retention Services: Provides retraining and replacement to clients on an as needed basis. Assists participants to remedy problem areas of performance. Mediates employer/employee difficulties, upon request. Provides other services and develops additional resources to ensure longevity of employment in each job or place of business.
- Paperwork, Reports and Client File Maintenance: Maintain all required electronic and hard copy documentation in a complete, accurate and timely manner. Complete and submits all funding source and organizational data required for monthly and quarterly billing. Complete all other organizational paperwork as required.
- Travel: This position requires travel to job sites. A reliable vehicle is required. Travel expenses are compensated at a mileage rate based on a travel expense report that the employee is responsible for completing at the end of the month.
- Work well under pressure, meet multiple and conflicting deadlines. Demonstrate cooperative behavior with colleagues, supervisors, and customers always.
- A professional representative of My Possibilities in the community including dressing for the job site environment.
- Other duties as assigned

Competencies (Knowledge, skills, and abilities):

1. Experience working with adults with special needs a plus.
2. Understands instruction methods including curriculum-based instruction.
3. Able to communicate effectively both verbally and in writing (sign language a plus).

Key Traits:

- **Receptivity to change:** Ability to initiate change with coworkers instead of reacting to external pressures. Creates an environment in which change is non-threatening. Continually seek out and utilize “best practices.” Seeks constructive feedback from others including team members and supervisors.
- **Communication:** Interacts and communicates (both verbally and in writing) effectively with clients, employers, client’s support, and co-workers. Practices active listening. Cooperates and develops effective working relationships. Supports and promotes teamwork and unity within the agency.



- **Teamwork:** Respects and leverages talents of others. Supports, contributes to an environment of trust, sharing, growth, mutual support, and commitment to on-going improvement. Helps provide leadership and a direction to the team by assisting other team members with difficult assignments or in difficult circumstances to promote the accomplishment of team objectives. Communicates clearly and in an open, candid, consistent manner.
- **Dependability:** Demonstrates regularity and promptness in attendance. Manages work effectively and in a timely manner.
- **Initiative:** Initiates activities and strategies toward job duties and professional goals.
- **Vision:** Displays an overall commitment to the organization's mission and values. Incorporates organization's principles (individuality, choice, respect, participation, competence, social correctness, and natural supports into all facets of the job. Leads co-workers in areas of expertise and strengths. Motivates co-workers toward common goals.
- **Efficiency/Accountability:** Practices effective time management and work ethic. Works with and supports team members to obtain required level of productivity and outcomes. Follows through on commitments. Maintains and submits all required documentation, reports, and data in a timely manner.
- **Customer Service:** Effectively articulates vision and mission with customers. Presents self and organization in a positive, professional manner. Regularly seeks feedback and input from customers. Deals with customer complaints in a consistent, timely and professional manner. Participates with team members and all staff in the continued evaluation of the organization's effectiveness.

Minimum qualifications:

Education:

Bachelor's Degree in: Business Administration, Human Resources, Social Work, Marketing, Communication, Workforce Development, Psychology or Sociology preferred. Appropriate work experience may be substituted for the education requirement.

Experience:

One year of job development experience with public or private employers and/or one-year job coaching experience preferred.

Specific Skills:

- Job Development and Negotiation, Job Coaching, Employment Retention
- Professional communication (both verbal and written)
- Accommodations, Creative problem solving and thinking, Job analysis
- Use of common Microsoft software
- Strong organizational skills are vital as well as the ability to perform multiple tasks simultaneously and coordinate with other team members
- Ability to work independently as well as in teams
- Develop resources and relationships



Specialized Knowledge, Licenses, etc.:

- Current driver's license, acceptable driving record and valid car insurance required.
- Must be able to clear a background check with no related offenses jeopardizing the integrity of our program.
- Daily availability of personal vehicle or alternate method of transportation sufficient to meet the daily transportation requirements of the position is a condition of employment.
- Knowledge of State, County, and other related contractual standards relevant to the employee's position; Issues related to disabilities; Americans with Disabilities Act (ADA); applicable community resources such as TWC, employment standards, fair hiring practices and labour laws, Social Security (SSA) Work Incentive programs, effect of work on SSA benefits
- TWC credentialed or willing to take certification classes within first 3-6 months of hiring.

Success factors:

Personal qualities of integrity, credibility, with a commitment to and a passion for My Possibilities' mission.

Supervisory responsibilities:

This position will be responsible for overseeing clients at jobsites.

Working conditions:

- Typical office work requires the ability to lift, carry, push and pull objects up to 20 pounds. Procurement duties may require lifting 40 pounds occasionally.
- Job functions require sitting for extended periods, but may involve some amount of standing, stooping, kneeling, bending, lifting, walking, carrying, and reaching.
- Extensive wrist and hand movements required for frequent keyboarding and use of office equipment.
- Ability to perform duties within close proximity of work space such as filing, paperwork completion, reading, and using the computer.
- Ability to continuously exchange information through listening and talking with customers, coworkers, representatives of community organizations and other individuals required.
- Ability to be mobile community wide for appropriate business needs required. Must be able to legally operate a motor vehicle or possess an alternative transportation method sufficient to meet the daily transportation requirements of the position.

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