



DISABILITY
COMMUNITY
RESOURCE
CENTER

JOB DESCRIPTION

POSITION TITLE: Temporary Job Developer I, II
CLASSIFICATION: Non-Exempt
REPORTS TO: Employment Services Manager

SUMMARY

The Job Developer is under the direction and supervision of the Employment Services Manager and is responsible for the development of employment opportunities and placement of DCRC/DR members who are mono-lingual Spanish speaking or bi-lingual in Spanish/English.

ESSENTIAL FUNCTIONS

Responsibilities:

- Conduct an initial intake and employment assessment with each new member referred from the Department of Rehabilitation (DR).
- Develop employment goals with the member based on the member's skills, interests, income requirements, city of residence and other relevant factors.
- Provide employment preparation to members, both individually and in groups, on the topics of:
 - Interviewing Techniques
 - Resume Development
 - Application Preparation
 - Appropriate Work Behaviors
 - Grooming and Hygiene
- Provide job development services to members. This includes direct contact with employers to develop job leads. Maintain ongoing file of employer contacts and activities.

Disability Community Resource Center - www.dcrc.co

12901 Venice Boulevard, Los Angeles, California 90066

(310) 390-3611 **Voice** ☎ (310) 398-9204 **TTY** ☎ (888) 851-9245 **Toll-Free**

- Provide job placement services to a member that includes short-term follow-up services up to 90 days after employment.
- Assist employers and members with barriers to job retention.
- Participate in job development activities coordinated by the DR (Diversity Employment Source, Jobs in Motion, etc.)
- Provide a weekly Job Club for members receiving services.
- Prepare required reports for submission to the Department of Rehabilitation.

Qualifications:

- Experience in job development and working with persons with mental disabilities.
- Life experience with disability as well as knowledge of the Independent Living Movement philosophy preferred.
- Familiarity with employment related issues facing people with disabilities including accommodations and adaptive equipment.
- Demonstrated ability to do employer outreach.
- Demonstrated ability to communicate effectively (oral/written).
- Must be able to travel as required.
- Demonstrated ability in basic computer literacy.
- Demonstrated experience in all facets of employment including resume preparation, interviewing, business expectations, and major job categories.
- Knowledge of EEO requirements and accessibility standards for people with disabilities in the workplace required.
- Experience in Domestic violence/ Sexual assault preferred.
- Demonstrated interpersonal skills needed to interact effectively with a variety of staff, volunteers and members of the community.
- Bilingual skills (Spanish, Pacific Asian Islander and/or American Sign Language) preferred.

Preferred Qualifications:

- Bilingual skills (Spanish or American Sign Language) preferred.
- Experience in job development and working with persons with mental disabilities.

POSITION TYPE/HOURS OF WORK

This is a full-time temporary position that reports to the Employment Services Manager. The Job Developer is expected to work the typical work week at DCRC- 40 hours a week.

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AAP/EEO STATEMENT

The Disability Community Resource Center is an equal opportunity/affirmative action employer. People with disabilities, females, minorities and elderly persons are encouraged to apply for employment.

DISCLAIMER

This job description is not intended to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other activities, duties and/or responsibilities may change or be assigned.

HOW TO APPLY

To apply for this position, please submit a cover letter, resume and completed application forms to dcrc@dcrc.co

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