DISABILITY COMMUNITY RESOURCE CENTER

JOB DESCRIPTION

POSITION TITLE: Job Developer
CLASSIFICATION: Non-Exempt
REPORTS TO: Program Manager

SUMMARY

The Job Developer is under the direction and supervision of the Program Manager and is responsible for the development of and placement in employment opportunities for DCRC members.

ESSENTIAL FUNCTIONS

Responsibilities:

- Conduct an initial intake and employment assessment with each new member referred from the Department of Rehabilitation (DOR).
- 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.
- 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 DOR (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 disabilities (physical, neurodivergent/mental health, intellectual and/or developmental).
- Familiarity with employment related issues facing people with disabilities including accommodations and adaptive equipment/assistive technology.
- Knowledge of Equal Employment Opportunity (EEO) requirements and accessibility standards for people with disabilities in the workplace required.
- Demonstrated experience in all facets of employment including resume preparation, interviewing, business expectations, and major job categories.
- Demonstrated ability to do employer outreach.
- Demonstrated interpersonal skills needed to interact effectively with a variety of staff, volunteers and members of the community.
- Demonstrated ability to communicate effectively (oral/written).
- Demonstrated ability in basic computer literacy.
- Must be able to travel as required.

PREFERRED QUALIFICATIONS

- Life experience with disability as well as knowledge of the Independent Living Movement philosophy preferred.
- Bilingual skills (Spanish or American Sign Language) preferred.
- Experience in Domestic violence/ Sexual assault preferred.

POSITION TYPE/HOURS OF WORK

This is a full-time position that reports to the Program Manager. The Job Developer is expected to work the typical work week at DCRC- 40 hours a week with an unpaid hour reserved for lunch.

AAP/EEO STATEMENT

The Disability Community Resource Center is an affirmative action /equal opportunity. People with disabilities, females, minorities and older adults 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.

UNION REPRESENTATION

This position is a bargaining unit position. As such, the position is represented by the union, the Association of Disabled Service Employees (APDSE). Membership to the APDSE is optional; however, the APDSE is certified to represent the positions within the bargaining unit at DCRC. The APDSE will be provided your contact information and related salary information once you begin employment at DCRC.

HOW TO APPLY

To apply for this position, please submit a cover letter, resume, and the completed employment application forms to dcrc@dcrc.co You may also fax your application documents to 310-390-4906 or drop them off to our Mar Vista office located at 12901 Venice Blvd., Los Angeles, CA 90066.

Please note that incomplete applications will not be considered.