



JOB DESCRIPTION

JOB TITLE: Job Developer **DEPARTMENT:** Vocational Services
SUPERVISOR: Connie Uychutin **CLASSIFICATION:** NON-EXEMPT, FT, TEMP
(Present thru June 30, 2021)

Job Summary/Purpose:

The Job Developer primary role is to match the abilities, needs and interests of up to six persons with intellectual and/or developmental disabilities to a job (s) that are competitive and integrated; and to assist individuals to apply, interview and get accepted for the job. Prior to job seeking, the Job Developer meets with individuals to identify the abilities, needs and potential employer contributions and to share employment prospect information. The purpose of this position is to place individuals in jobs that are competitive, integrated and that match their personal career goals.

Direct contact with individuals occurs mainly in the evenings and on weekends. There is contact with employers, report writing, research and other employment-related activities that may occur Monday thru Friday during regular work hours,

Essential Job Duties:

- Conduct meetings with individuals to identify their abilities, interests and potential employment contributions.
- Based on information gathered write a draft employment plan describing potential job matches by job description, qualifications, pre-hire test requirements, unique work conditions, distance from home, willingness to work with job coaches and take on individual as an employee of the company with same rights and responsibilities as other employees in the company.
- Present the draft employment plan to the individual and others including family members, friends and Service Coordinator for input and final approval by the individual.
- Meet with individuals to apply and submit applications for jobs identified in the employment plan meeting. Apply for the jobs.
- Set up interviews and/or pre-hire testing.
- Set up/provide transportation (via Arc vehicle) to and from interviews.
- Practice for interviews and advise regarding hygiene and dressing for interviews.
- Writes individual employment plans.
- Prior to individual first day on the job, meets with the individual's assigned job coach to review the employer contact and agreed upon contact schedule, job description, work schedule, job-related tasks such as clocking in, taking lunch/breaks, and other company policies, work culture, performance review dates, transportation and employment plan goals and objectives including task analyses of core duties.

Knowledge & Experience:

- Knowledge and/or experience working with persons with intellectual and/or developmental disabilities.
- Career development with individuals with intellectual and/or developmental disabilities
- Stockton labor market
- Speaking with employers on behalf of job seekers
- Public speaking
- Comfortable and ability to use technology including computer, Microsoft Word, Excel and Zoom.

Working Conditions:

Environmental Conditions- Office and community settings, operating a motor vehicle in a variety of weather/traffic conditions, using computers and other office equipment.

Physical Conditions-Essential and other important duties may require maintaining physical condition necessary for frequent appointments requiring short drives, ability to get into/out of a vehicle and sitting and walking for prolonged periods. Sitting and typing.

Education & Training:

Minimum

- Two years of experience or employment in a public vocational rehabilitation program; experience in job placement, job coaching or counseling; or other related experience working with persons with disabilities and an AA degree or verified enrollment in a related business program from an accredited college or university with specific plans for completion within a designated time frame OR
- One year of experience listed above and one year in sales, marketing, cold-calling, networking and the generation of business leads and an AA degree or verified enrollment in a related business program from an accredited college or university OR

Preferred

- Combination of experience in both scenarios listed in the minimum standard AND a bachelor's degree in a related field such as rehabilitation, counseling, social work, psychology, education, human resource, business administration from an accredited college or university.

Certification / Licensure

- A valid California driver's license with a clean driving record with access to a registered personal vehicle with at least the minimum insurance coverage levels according to the State of California
- CPR and First Aid

Abilities & Skills Necessary to Perform the Essential Duties of the Job:

- **Knowledge of the structure and content of the English language** the ability to effectively comprehend and communicate in English both verbally and in written format.
- **Oral Expression & Comprehension-** The ability to listen, understand & communicate information and ideas presented through spoken words and sentences.
- **Written Expression & Comprehension-** The ability to read, understand & communicate information and ideas presented in writing and to write in generally accepted business format.
- **Active Listening-** Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Processing Information-** Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data by use of basic arithmetic, it's applications or other relevant means.
- **Monitoring-** Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **Deductive Reasoning-**The ability to apply general rules to specific problems to produce answers that make sense
- **Inductive Reasoning-** The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)
- **Problem Solving-** Ability to develop solutions to problems or barriers.
- **Critical Thinking-** Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Operation and Control-** Controlling operations of equipment or systems such as a motor vehicle or office equipment.

Other requirements: Ability to work without direct supervision, organizes and manages documentation to ensure individuals' information privacy, manages time to meet the goals of this project in the time provided, displays high level of professionalism with persons served, families and employers, and adheres to the policies and procedures of The Arc San Joaquin.

Must adhere to The Arc San Joaquin COVID-19 Mitigation Plan and requirements including but not limited to presenting a negative COVID-19 test result prior to hire and follow social distancing and mask wearing protocol; and passing other Community Care Licensing pre-hire requirements.

PHYSICAL DEMAND REQUIREMENTS

ACTIVITY	NEVER 0 hours	OCCASIONALLY Up to 3 hours	FREQUENTLY 3-6 hours	CONSTANTLY 6-8+ hours
Sitting		<input checked="" type="checkbox"/>		
Walking			<input checked="" type="checkbox"/>	
Standing			<input checked="" type="checkbox"/>	
Bending (neck)			<input checked="" type="checkbox"/>	
Bending (waist)			<input checked="" type="checkbox"/>	
Squatting 90/90		<input checked="" type="checkbox"/>		
Climbing		<input checked="" type="checkbox"/>		
Kneeling		<input checked="" type="checkbox"/>		
Crawling	<input checked="" type="checkbox"/>			
Twisting (neck)			<input checked="" type="checkbox"/>	
Twisting (waist)			<input checked="" type="checkbox"/>	
Athletic Stance		<input checked="" type="checkbox"/>		
Simple Grasping			<input checked="" type="checkbox"/>	
Power Grasping			<input checked="" type="checkbox"/>	
Fine Manipulation			<input checked="" type="checkbox"/>	
Pushing & Pulling			<input checked="" type="checkbox"/>	
Reaching (above shoulder level)		<input checked="" type="checkbox"/>		
Reaching (below shoulder level)			<input checked="" type="checkbox"/>	
LIFTING				
	NEVER 0 hrs.	OCCASIONALLY Up to 3 hrs.	FREQUENTLY 3-6 hrs.	CONSTANTLY 6-8+ hrs.
0 – 10 lbs.		<input checked="" type="checkbox"/>		
11-25 lbs.			<input checked="" type="checkbox"/>	
26 – 50 lbs.		<input checked="" type="checkbox"/>		
51 – 75 lbs.			<input checked="" type="checkbox"/> 2 person lift	
76 – 100 lbs.			<input checked="" type="checkbox"/> 2 person lift	
100 + lbs.			<input checked="" type="checkbox"/> 2 person lift	
CARRYING				
	NEVER 0 hrs.	OCCASIONALLY Up to 3 hrs.	FREQUENTLY 3-6 hrs.	CONSTANTLY 6-8+ hrs.
0 – 10 lbs.		<input checked="" type="checkbox"/>		
11-25 lbs.		<input checked="" type="checkbox"/>		
26 – 50 lbs.		<input checked="" type="checkbox"/>		
51 – 75 lbs.			<input checked="" type="checkbox"/> 2 person lift	
76 – 100 lbs.			<input checked="" type="checkbox"/> 2 person lift	
100 + lbs.			<input checked="" type="checkbox"/> 2 person lift	

PHYSICAL DEMAND REQUIREMENTS (cont.)

Indicate if the job requires:	YES	NO
Driving cars, trucks, forklifts, buses, or other equipment?	<input checked="" type="checkbox"/>	
Working around equipment and machinery?	<input checked="" type="checkbox"/>	
Walking on uneven ground?	<input checked="" type="checkbox"/>	
Exposure to excessive noise?	<input checked="" type="checkbox"/>	
Exposure to extremes in temperature, humidity or wetness?	<input checked="" type="checkbox"/>	
Exposure to dust, fumes, or chemicals?	<input checked="" type="checkbox"/>	
Working at heights?		<input checked="" type="checkbox"/>
Operation of foot controls or repetitive foot movement?	<input checked="" type="checkbox"/>	
Use of special visual or auditory protective equipment?		<input checked="" type="checkbox"/>
Working with bio-hazards such as blood borne pathogens, sewage, hospital waste, etc.		<input checked="" type="checkbox"/>

Date Created: 8/15/2019
 Revised: 05/06/21