

Angel of God Resource Center, Inc.
Job Description for Job Developer/Recruiter/Placement

Position Title: Job Developer/Recruit/Placement

Reports to: Project Director and work with Enrollment Specialist

Job Posting Date:

JOB DESCRIPTION:

Under limited direction, establishes and maintains relationships with employers and community organizations to develop job opportunities and support continued employment for clients. Coordinates day-to-day activities such as soliciting employer interest and involvement in the employment of clients and alumni, orienting clients to the services provided, posting opportunities and tracking placement data; serves as a lead worker to other staff.

Qualities:

- Hospitality, patience, attention to civility and courtesy
- attentiveness, a well-groomed appearance, initiative, loyalty, maturity, respect for confidentiality and discretion
- Familiar with the interpersonal, social etiquette, and business-related knowledge
- Team spirit, discretion, accuracy
- Computer savvy
- Knowledgeable of agency goals, objective and program/services offered

Job Developer Duties:

- Promotes and develops employment and on-the-job training opportunities for participants and disadvantaged applicants: Assists employers in revising standards which exclude applicants from jobs.
- Demonstrates to employer's effectiveness and profitability of employing chronically unemployed by identifying jobs that workers could perform.
- Assists qualified clients/alumni in identifying positions in their field of interest; assists in development of resumes, cover letters and applications; advises students on employability skills; works with students to gain relevant skills; helps students explore alternative employment options.
- Establishes relationships with employers regarding problems, complaints, and progress of recently placed disadvantaged applicants and recommends corrective action.
- Assists employers in establishing wage scales commensurate with prevailing rates.
- Communicates with employers during students' employment and reports results to appropriate staff and/or faculty.
- Promotes, develops, and terminates on-the-job training program opportunities with employers and assists in writing contracts.
- Identifies need for and assists in development of auxiliary services to facilitate bringing disadvantaged applicants into job-ready status.
- Informs business, labor, and public about training programs through various media.
- May instruct applicants in resume writing, job search, and interviewing techniques.

Recruiter Duties:

- Identifies target populations and develops marketing strategies; communicates with and identify potential program participants; visits high schools, higher education institutions, career fairs, and community events and/or at business and industry recruiting events to promote the program; provides admissions information and establishes productive relationships; develops a schedule of events promoting the agency and surrounding areas to aid in recruitment efforts

Recruiter Duties: (cont'd)

- Consults with staff and personnel in the areas of financial assistance, admissions and records or other areas to advocate on behalf of the student; provides career preference testing and career information and guidance for program participants
- Meets with prospective students to provide admissions information and requirements; schedules student visits to the program; gives program tours, responds to correspondence and memorandums; performs research for recruitment purposes
- Performs other related duties as assigned

Job Placement Duties:

- Develop, implement and manage a variety of job placement and work-based learning activities for clients, including assessment for job readiness, career exploration, navigation, coaching and/or counseling, and job preparation skills training.
- Provide direct support to clients, including information and guidance about requirements of specific occupations; job market trends; proper work habits; and techniques for competing for jobs, including appropriate dress, preparing resumes, and interviewing strategies.
- Advise clients in their preparation to seek employment.
- Connect clients to employers by facilitating interviews, matching clients to internship sites, and assisting with job placement.
- Coordinate with Case Manager to establish clients' goals and assess readiness for employment.
- Prepare and deliver informational presentations to clients in various locations and provide work placement information to employers and representatives from the community.
- Design and implement recruitment of clients to participate in job placement activities.
- Provide support for client participation in job placement activities, including documentation, transportation, and communication between employers and clients.
- Serve as a liaison between the college, employers, and community regarding administrative and operating requirements for the work-based learning and job placement program. Initiate and maintain regular contact with various educational institutions and programs. Establish collaborative working relationships with other campus program areas in developing and delivering innovative and comprehensive programs and services.
- Develop and implement marketing plans and strategies for job placement and work-based learning opportunities.
- Utilize technology to promote job placement and work-based learning and maintain work-based learning/job placement website and social media platforms and supports the piloting and implementation of new technology, as needed.
- Access occupational and labor market data library and available labor market information, including information on careers in demand and career clusters, employment prospects and trends, employer requirements and opportunities.
- Ensure compliance with state regulations and coordinate with appropriate individuals and departments to meet institutional reporting requirements.
- Participate in agency activities.
- Perform related duties as assigned.

Position:

- An Associate's degree or vocational technical training, other relevant experience will be considered in lieu of education.