



POSITION DESCRIPTION

POSITION:	Workforce Development Specialist	SALARY RANGE: \$17 - \$18
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REPORTS TO / DIRECT REPORTS: Workforce Development Manager

ANNUAL WORK SCHEDULE: Class 1, Non-exempt
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DAILY WORK SCHEDULE: 8:00am until 4:30pm, Monday through Friday, and alternate hours as required or requested.

SUMMARY OF RESPONSIBILITIES: Job Developer will be responsible for the following services and duties directly related to members being served on a referral / fee-for-service basis, in an assigned, multi-county area.
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<p>ESSENTIAL FUNCTIONS:</p> <ul style="list-style-type: none"> • Develop individual community-based jobs for clients with a wide range of disabilities, based on customer / referral source input; make employer contacts; develop and implement job placement plans. • Provide consultation and training strategy information and accommodation information to support team person, Job Coaches, employers, referral sources and supervisors. • Insure that all customers and all team members receive necessary and timely communication • Coordinate services with other agencies and staff. • Insure billing and reports are sent to customers in a timely fashion and referrals are addressed within ten days of receipt. • Provide job site follow-up as needed. • Assist in generating new referrals. • Transport clients to appointments, interviews, meetings and work as needed. • Explain and use employment and wage reimbursement incentives to clients, employers, agencies and families. • Insure a high level of quality services. • Mentor all new Job Developers regarding all aspects of job development, service delivery, paperwork and billing. • Respond immediately to complaints and concerns. • Insures compliance with CARF standards. • Other duties as assigned.
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QUALIFICATIONS EDUCATIONAL: Associates degree in Human Services, prefer Bachelor's degree in Education, Social Work, Vocational Rehabilitation or Psychology.

EVALUATION CRITERIA: Position will be evaluated annually based on the Performance Evaluation Matrix

QUALIFICATIONS REQUIRED SKILLS AND OTHER:

- Must be at least 19 years of age.
- Must have a valid Ohio Driver's License and good driving record.
- Must pass pre-employment and random drug screenings.
- Must pass a BCI background check.
- Must remain in compliance with all regulatory standards governing program services, including appropriate trainings.
- Must not be a registered offender on the ODDD Abuse and Neglect Register or the Ohio Department of Health Nurse Abuser Register.
- Must have your own auto insurance (**to conduct agency business in personal vehicle and receive reimbursement employee must have the amount of 100/300/100 coverage**).
- Must be able to utilize Microsoft Office software, the Internet.
- Must represent The Alpha Group and its participants to the public in a professional manner.
- Must be able to communicate and interact in a positive manner utilizing both written and verbal methods, with participants, families, advocates, employees and referring agencies.

EMPLOYEE SIGNATURE

DATE

AGENCY REPRESENTATIVE SIGNATURE

DATE