

Employment Announcement Job Developer

JOB SUMMARY:

The Job Developer develops, locates, and secures job placements for clients of Broward Partnership. The Job Developer promotes, develops, and delivers educational and vocational training curricula and provides assistance and training in order for clients to obtain and retain gainful employment which will increase opportunities for housing placement. The Job Developer understands that Broward County follows a Housing First model and that all clients' experience with homelessness should be rare, brief, and non-recurring.

ESSENTIAL DUTIES AND PRIMARY RESPONSIBILITIES:

1. Conducts an assessment for every client to identify job readiness and related skills. Matches clients with employment opportunities based on their skills, work experience, hobbies, and interests.
2. Takes appropriate actions to help clients develop new skills that may be required for job placement.
3. Promotes and develops employment opportunities and on-the-job training opportunities for clients. Assists, supports, and refers clients to apprenticeship programs.
4. Maintains relationships with existing employers and establishes relationships with new employers who are willing to work with the clients of Broward Partnership.
5. Works with clients to overcome barriers and obstacles that may impact his/her ability to retain gainful employment.
6. Provides one-on-one and group training sessions directly to clients.
7. Assists and supports clients' employment and self-placement activities by posting jobs and providing assistance with resume writing, interviewing skills and internet job searches.
8. Follows up with clients after job placement to ensure ongoing job retention.
9. Represents Broward Partnership in the community while engaging and building relationships with employers, community leaders, and other business leaders to gain



assistance with creating hiring opportunities for the clients.

10. Meets with all referred clients to promote the Department's benefits and advantages.
11. Monitors and maintains the computer lab.
12. Generates specific activity reports and case notes in a timely manner and participates in the collection of outcome data as directed by supervisory staff.
13. Makes appropriate documentation into the electronic health records system to reflect client progress and activity.
14. With appropriate release of information forms signed, communicates pertinent client information with other professionals, both at Broward Partnership, as well as external agencies.
15. Participates in training activities and departmental meetings and prepares status updates to supervisor and others as assigned.
16. All job requirements listed indicate the minimum level of knowledge, skill, and or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees will be responsible to perform any other job-related instructions/tasks given by their supervisor, subject to reasonable accommodations.

QUALIFICATIONS:

Education/Experience: A Bachelor's degree in Education, Social Work, Management or related field with at least two years' experience building relationships with community providers. Experience, if appropriate, may substitute formal education. Strong ability to collaborate with internal groups and outside consultants, supervise processes, and maintain integrity of Agency needs. Proficient in Microsoft Office with excellent oral, written, and interpersonal communication skills. Strong organizational skills with attention to detail required. Results driven with the ability to travel up to 50% of work time. Must possess a valid Florida Driver's License.

WORK ENVIRONMENT:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



The Job Developer works in settings of Broward Partnership, including offices, classrooms, group rooms as well as being involved in other areas of Broward Partnership programs both on and off campus. In addition, the position is active in the community as situations warrant, representing Broward Partnership.

Please e-mail cover letter and resume to: careers@bphi.org and include the job title of “Job Developer” in the subject line.

Broward Partnership is an EEO/Affirmative Action Employer and complies with all federal and state laws, and regulations. Our policy is not to discriminate against any applicant or employee based on race, color, sex, sexual orientation, gender identity, genetic information, religion, national origin, age, disability, veteran status, or any other basis protected by applicable federal, state, or local laws. We participate in E-verify.