

Job Title: Job Developer

Job Classification: Full-Time / Exempt

Department: Roads Home

Reports to: Employment Services Manager

Company Overview

Celebrating its 50th anniversary in 2020, Berkeley Food and Housing Project (BFHP) has a clearly stated mission and purpose: *to ease and end the crisis of homelessness in our community*. Every program in each region; Alameda County, Contra Costa County, Solano County, Sacramento County, San Joaquin County, and Amador County supports this mission and everyone who works for or on behalf of BFHP understands and is dedicated to this mission and purpose. With programs ranging from free meal service to permanent supportive housing, BFHP provides a continuum of care to accommodate a broad spectrum of specialized needs. The Agency's mission is responsive to the constituency and communities served by it and of value to the society.

Program Description

A Pathway to Housing for Homeless Veterans – join a team that assists Veteran families experiencing homelessness to attain housing placement and housing stability. BFHP is expanding on our successful Homeless Veteran Reintegration Program (HVRP) Roads Home program to connect very low-income homeless Veterans with employment. The program provides street and venue-based outreach, case management, permanent housing placement, temporary financial assistance, employment assistance, and assistance in obtaining VA and other benefits. The program will work with all participants to develop and carry out action plans that improve their health and wellness.

Position Summary

The purpose of the Homeless Veterans' Reintegration Program (HVRP) is to provide services to assist in reintegrating homeless veterans into meaningful employment within the labor force and to stimulate the development of effective service delivery systems that will address the complex problems facing homeless veterans. The Job Developer will assist participants in finding employment in the following counties: Alameda, Amador, Sacramento, Contra Costa, and Solano. The Job Developer will identify/create job opportunities for participants and match qualified participants with these employment opportunities. The Job Developer will be responsible for developing relationships with employers, successfully placing participants into jobs and providing on going retention services and supports to both the employer and the participant.

Essential Duties and Responsibilities

Client Development Activities:

- The Job Developer position is key to BFHP's Roads Home employment program achieving its annual placement outcomes.

Effective Date: 07.01.2020

- Identify/create job opportunities for participants and match qualified participants with these employment opportunities.
- Be responsible for developing relationships with employers,
- Successfully placing participants into jobs and providing on going retention services and supports to both the employer and the participant.

Employer Outreach Activities:

- Establish new employer relationships and maintaining pre-existing relationships with employers to secure valid and unsubsidized employment opportunities for BFHP participants;
- Maintain ongoing personal contacts with a variety of business and industry representatives and job placement/training agencies to promote programs for participant placement;
- Make cold calls to potential employers;
- Explains the benefits and employment support services provided by programs;
- Address employer's special needs; researches internet, social media boards, community events, and other resources for job leads;
- Submit all employment related activities to leadership staff for HMIS entry;
- Collect data from employers related to job orders including job requirements and skills;
- Match job skills with applicant qualifications;
- Refers qualified applicants to employers and conducts necessary follow-up when applicants are placed in positions; Keep updated regarding job fairs and internet resources;
- Researches various resume programs;
- Track employment opportunities;
- Provide a weekly record of employer contacts, client placements and outreach attempts.

Client Outreach Activities:

- Perform outreach and pre-assessments services for Veterans linkage to the program;
- Network with local non- profits, food pantries, probation agencies, VRC Centers and social service agencies needing employment services in the service areas;
- Recruit and refer homeless veterans to the program.
- This position requires the use of a reliable personal vehicle to drive to various program sites. This position will be based in Vallejo, CA and will require some travel within Contra Costa, Solano, Alameda, Sacramento, and Amador counties.
- Work within the framework of BFHP's Code of Conduct.
- Complete all Privacy and Security Training required by BFHP; maintains confidentiality regarding clients, personnel and other internal agency affairs.
- Attend and participate in all assigned program and external meetings.
- Be responsible to other staff, clients, BFHP and its stakeholders both for your actions and your decisions not to act.
- Conduct business in accordance with the Team Handbook, exercising sound judgment and serving the best interests of BFHP and the community.
- Commit yourself to treating each community member with the respect and dignity.
- Perform other tasks as assigned by supervisor.

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Qualifications

- Associate Degree in Business, Marketing Psychology or Sociology or related field; two (2) years' experience developing employment opportunities for special populations; veterans, re-entry, homeless, and those with mental health/ physical disabilities.
- Ability to produce solid documentation in a computer based system.
- Ability to work independently, with minimum supervision and as a member of a team.
- Knowledge of California East Bay and Sacramento County Region.
- Ability to work unsupervised, in the field for part of shift with a commitment to issues related to ending homelessness through employment.
- Ability to set priorities, meet deadlines and follow through. Excellent written and oral communication skills
- Ability to maintain professional conduct, attitude and appearance at all times; interact in a supportive and professional manner with staff and clients of diverse cultural and economic backgrounds.
- Proficiency on PC computer systems and Microsoft Office, including the ability to perform word processing, data entry, and other tasks at a computer work station
- Ability to consistently adhere to deadlines, while maintaining high levels of quality.
- This position requires someone who has experience in workplace development, case management and/or sales and marketing.
- Candidate must be able to work with participants, but will also be able to work with private sector employers in the following counties: Solano, Contra Costa, Alameda, Amador, and Sacramento counties.

Special Requirements

- Must have a valid driver's license, reliable personal vehicle and clean DMV record.
- Must be able to obtain background check clearance.
- Must obtain and maintain First Aid and CPR Certification.

Physical Requirements

- The employee is regularly required to use hands to type, handle, feel
- The employee is frequently required to climb stairs, walk, sit, talk and hear
- The employee is occasionally required to stand, stoop, kneel, crouch or reach
- The employee must occasionally safely lift and/or move up to 50 lbs.
- Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

I have received a copy of my job description and understand all of my responsibilities.

Staff Signature

Date

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