

# CHINESE AMERICAN SERVICE LEAGUE JOB DESCRIPTION

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<b>Title:</b> Job Developer	<b>Grade:</b> 6	
<b>Reports To:</b> Employment Program Coordinator	<b>FLSA Status:</b> Non-Exempt	
<b>Supervises:</b> N/A	<b>Date Written:</b>	<b>Date Revised:</b>
		July, 2017

## POSITION SUMMARY

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Performs a variety of Job development and case management duties under the direct supervision of the Employment Program Coordinator.

## ESSENTIAL FUNCTIONS

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1. Establishes and maintains working relationships with employers or businesses to secure employment opportunities for clients. Provides translation and other services to clients including job seekers and employers. Interprets programs and CASL service policies to employers and other agencies.
2. Maintains/Develops and updates a job bank or similar system or database, and shares related information with the Employment Program Coordinator and other program staff.
3. Designs and conducts employment market study regularly to project future employment trends and opportunities. Identifies and pursues new employment leads, and establish connection with potential employers.
4. Provides follow-up services to employers and job seeker customers after placement to ensure job retention and continued job success.
5. Organizes and coordinates the Employers Advisory Committee (if applicable) for the Department.
6. Works closely with employment counselors to identify the employment goal(s) of clients, and then matches their background, skills, and interest with job openings.
7. Assists Employment Program Coordinator in planning and implementing special job development outreach efforts, such as job fairs at or outside the agency.
8. Conducts or works with counselors to conduct job related workshops.
9. Is responsible for submitting all required paperwork, forms, case recordings and statistical reports in a timely fashion.
10. Prepares clients for interview, and accompanies them to job interview if needed.
11. Assists clients in job searching and placement.
12. Provides case management services to needy clients including job seekers as well as employer clients.
13. A certain degree of creativity and latitude is required.

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**OTHER FUNCTIONS**

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1. Other duties as assigned.

**MINIMUM REQUIREMENTS**

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**Education/Experience:**

- Bachelor degree or equivalent in social service, human service, business, or other related fields.
- Minimum of one year of experience in job developing, job placement, employment counseling or similar field.

**Skills/Knowledge:**

- Ability to speak, read, and write fluently in English and Chinese.
- Familiar with using Windows operating software and Microsoft Office programs.
- Having a Driver's License is a plus.

**Physical Demands:**

- Ability to bend and lift a minimum of 15 pounds.
- Must have the visual, hearing, and learning capabilities sufficient to perform the essential functions defined above.
- Required to frequently sit, stand and walk for extended periods.

**Environment and Scheduling**

- Occasionally, irregular schedule depends on the needs of the agency behind regular work hours from 9 am to 5 pm Monday through Friday.

**EMPLOYER'S RIGHTS**

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This description is intended to describe the essential job functions, the general supplemental functions, and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Management retains the right to add to or change the duties at any time.