



HOPE FOR PRISONERS JOB DESCRIPTION

Job Title	Job Developer	Position Type	Fulltime
Funding	General Fund / Grant Funding	Travel	Yes (local)
Level/ Salary Range	\$40,000 - \$45,000	Date Approved:	8/6/2019
Reports To	Client Services Manager		

MISSION

At Hope for Prisoners, we help formerly incarcerated men and women successfully rejoin the workforce, their families, and our community.

JOB DESCRIPTION

Duties and Responsibilities

The Job Developer is responsible for establishing, building, and maintaining solid relationships with local employers that provide job opportunities for Hope for Prisoners (HFP) clients. In addition to liaising with employers, this position will collaborate with the case managers/career coaches to identify good matches between jobs and clients.

- Travels throughout the community to meet and connect with current and prospective employer partners (must possess and maintain a valid Class C Driver's License at the time of appointment).
- Makes cold calls to potential employers and explains the benefits and employment support services provided by HFP to employers
- Communicates with case managers/career coaches regarding candidate's progress, needs, and goal changes.
- Facilitates job openings and provides information to clients relating to their career goals.
- Matches client skills and experience with employer requirements.
- Works with clients to improve job performance and gain necessary job skills.
- Tracks and documents client progress.
- Works closely with other program staff to ensure the client's case plans are followed and a collaborative effort is made to develop the client's career path.
- Works with employers to remove employment barriers and resolve issues related to community integration.
- Assist with career counseling, evaluation, skills training/assessment, job readiness training and other activities related to employment transition and successful job placement.
- Maintains a record of current job openings.
- Plans and coordinates job fairs with partnering employers.
- Writes and maintains contracts for Work Experience and On the Job Training opportunities for clients.
- Supports clients to secure and retain job and advancement in work settings.
- Coaches clients in appropriate work behavior and ethics and follows up with employers who have hired HFP clients.

Education:

Bachelor's Degree in social work, Business, Human Resources, Marketing or related area. Three years' work experience in sales and/or marketing or industry credential may be substituted for education.

Preferred Experience:

- Two or more years of job development experience.
- Knowledge of methods and techniques of job development and client placement.
- Establishing and maintaining effective work relationships with staff, coworkers and the public.
- Collaborative problem solving.
- Using discretion and judgement with confidential materials and information.
- Experience assisting at-risk or prisoner reentry populations.

Knowledge, Skills and Abilities:

- Ability to conduct labor market research on individual employers and industries, as well as specific occupations and their education, experience, and credential requirements.
- Ability to market and represent the Hope for Prisoners program and services to employers.
- Ability to handle pressure in a positive manner.
- Promotes a positive, professional image and interacts well with co-workers, parents and the community.
- Willingness to participate in and actively increase knowledge in progressive services for HFP clients.
- Exceptional verbal and written communication skills.
- Exceptional computer skills, minimum requirement is G Suite, Word, and Excel.
- Demonstrated ability to problem solve.
- Ability to provide accurate case documentation.
- Must be able to identify job skills and barriers to employment.
- Ability to establish and maintain professional, cooperative relations with local businesses and agencies.

Hope for Prisoners is a 501(c)(3) nonprofit; employees with student loans may qualify for Federal Student Loan Forgiveness if they meet the requirements of the U.S. Department of Education.

PHYSICAL ABILITIES & WORK ENVIRONMENT

The physical demands described below are representative of those that must be met by an employee to successfully perform essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and functions of the position. The list below of minimum essential functions is illustrative of the minimums only and is not a comprehensive listing of all functions and tasks performed.

- Ability to lift and move boxes up to 40 pounds.
- Ability to sit at a computer for prolonged periods of time.
- Ability to work in a typical office environment.
- Flexible schedule required, occasional nights and weekends.
- Ability to tolerate stress.
- While performing the duties of this job, the employee is regularly required to speak and interpret verbal communication.
- Ability to conduct tasks and successfully perform under critical deadlines.
- Manual dexterity to operate office equipment and examine documents, records and files.

This job description is intended to describe the general nature and level of work expected of this position. The description is not intended to be construed as an exhaustive listing or description of all responsibilities, duties and skills required of incumbents in the position.

HFP is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.