

## **BUSINESS JOB DEVELOPER**

This position is responsible for establishing and maintaining working relationships with employers, industry organizations, public agencies and internal service resources to source job openings and secure employment and vocational training opportunities for consumers. As part of the integrated team, will coordinate with case managers to assist consumers enrolled in employment services to secure meaningful employment in occupations that will support independent living.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Model the professional behaviors, language, and activities expected of consumers entering the employment environment.
- Assist consumers in reaching their employment goals by developing positive relationships to identify potential barriers to success.
- Establish positive relationships with employers to match qualified candidates of the PDC with company job opportunities.
- Recruit employers and provide effective recruitment tools for employers to find qualified job candidates.
- Establish and negotiate On the Job Training contracts with partnering employers.
- Prepare listings of job opportunities available for consumers.
- Coordinate strategies and support services with other staff to assist students/consumers throughout the progression of their customized employment plan.
- Work with consumers and staff to prepare enrollees for entry into job market; to include activities such as mock interviews, resume preparation and job readiness.
- Participate in established PDC orientation programs.
- Through on-site visits and phone contact, serve as a liaison between the employer and the consumer to resolve any challenges and monitor the progress and satisfaction of both to ensure job placement success for the employer and consumer.
- Compile data and prepare reports required by the program.
- Ensure compliance with all rules, regulations, and policies of the program.
- Maintain and enforce safety, health, and housekeeping standards to ensure an appropriate environment.

### **QUALIFICATIONS:**

- Associates degree or higher in marketing, business administration or related field or HSD/GED equivalent with direct relevant work experience
- Knowledge of multiple employment industries within market area
- Reliable transportation and valid Ohio driver's license with clean driving record