

URBAN LEAGUE TWIN CITIES JOB DESCRIPTION

Job Title: Job Developer	FLSA: FT/Exempt	Level:
Intersection: Workforce Solutions	Program/Dept: Business Employment Solutions Training (BEST)	
Reports to: Workforce Director	Number of Direct Reports: 0	

Mission: We are unapologetic and relentless advocates for equity, justice and power for African descendants

Program Purpose Statement and Outcomes: Celebrating over 90 years of service to the Twin Cities, Urban League Twin Cities (ULTC) is a community-based, not-for-profit organization founded to serve neighborhood residents through our client-centered programs. ULTC provides education and training to increase employment opportunities; supports families with case management, health and credit/foreclosure interventions services; and, gives residents a greater voice in the decisions that affect their lives. ULTC is an equal opportunity/affirmative action employer and actively encourages candidates of diverse backgrounds to apply for employment. Applicants must meet the minimum requirements in terms of qualifications. An equivalent combination of education and experience will be considered unless specifically stated otherwise.

Position Purpose: The Job Developer is responsible for developing permanent job leads by engaging with employers, maintaining a job bank with entry and advanced level job openings, and placing program participants in employment. The Job Developer will assess participants' job skills, abilities, career interests and match participants with appropriate positions. Populations served include individuals transitioning from public assistance to work; individuals with limited English proficiency; non-custodial parents; ex-offenders, and other unemployed and underemployed job seekers.

Major Job Functions & Responsibilities:

- Assess customer's in order to make appropriate employment referrals with minimum six month employment retention target goals; two year retention goals depending on program contract.
- Develop permanent employment opportunities for job seekers in employment and job training programs

- Develop relationships with employers within and outside of Hennepin County that are appropriate for enrolled customers.
- Work with Case Managers and Job Readiness Instructor to assess participants' employment readiness.
- Formally report customer issues/barriers that arise during assessments/job placement referrals via shared computer reporting systems in place.
- Document and submit appropriate ULTC Customer referrals to appropriate case manager.
- Attend Programmatic Customer Orientations; Programmatic and Organizational Staff meetings, both on and/or off site.
- Work with other job development staff to develop and share job leads.
- Willingness to facilitate Job Search/Networking Work Shop in a group setting.
- Occasionally accompany groups to Job Fairs and canvassing companies that offer job application opportunities for mass groups.
- Able to occasionally flex schedule to accommodate programmatic needs.
- Able to maintain scheduled appointments with customers, peers and supervisor.
- Complete weekly program outcome reports
- Demonstrate to employers effectiveness and profitability of employing chronically unemployed by identifying jobs that workers could perform
- Establish relationships with employers regarding problems, complaints, and progress of recently placed applicants and recommends corrective action
- Identify need for and assist in development of auxiliary services to facilitate bringing disadvantaged applicants into job-ready status
- Informs business, labor, and public about training programs through various media
- Provide feedback and coaching to rejected candidates to address mistakes to enhance job search skills

Required Knowledge, Skills & Abilities:

- Expert time management skills and organizational skills
- Ability to coordinate with professionals from different backgrounds, working at different levels
- Skilled at establishing public relations and building up employment network
- Updated knowledge about job openings in all sectors; ability to access all labor market information
- Case management and performance management

Educational Qualifications:

- 2 yr college of college and least 2 years' experience in job development/placement(preferred)
- HS Diploma/GED with at least four years' experience in job development and placement.
- Excellent written and oral communications skills
- Ability to meet deadlines and document job referrals, placements and job retention milestones;
- Experience working with public assistance recipients and other low-income job seekers;
- Ability to organize and deliver presentations to clients and employers
- Computer skills necessary
- Must be able to accept directives; uphold organizational programmatic procedures and protocol

If interested in applying for this position, send cover letter and resume to: careers@ultcmn.org