



COMMUNITY PARTNERS IN ACTION JOB POSTING

JOB TITLE: Job Developer, Waterbury AIC
POSTING PERIOD: January 4, 2019 – January 18, 2019
LOCATION: Waterbury, CT

POSITION REQUIREMENTS

Bachelor's degree preferred plus two (2) years of experience in social services and/or employment and/or educational services, teaching, training, and/or group facilitation. Equivalent work experience may be considered in lieu of education. Knowledge of criminal justice and court systems and the ability to interact with people of diverse backgrounds. Knowledge of the Greater Manchester job market and community provider network. Successful candidate must be a self-starter and work with minimal supervision. Must have strong written and interpersonal skills. Bi-lingual (English/Spanish) skills preferred. Job development and placement experience required. Must possess strong computer skills. Must have valid driver's license and reliable transportation.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Establish and maintain one-on-one relationship with designated clients for the purpose of securing employment opportunities on their behalf
- Establish and maintain on-going effective job development marketing strategy for canvassing prospective participant employers
- Assess and screen clients for appropriate employment matches
- Collaborate with clients to develop individualized and measurable employment plans.
- Maintain accurate documentation of client attendance and performance
- Input client data into the Contractor Data Collection System (CDCS) and maintain, update, and utilize the data as directed
- Complete the necessary case documentation on each client, as established by the Program Manager
- Plan and implement regular job development activities which result in a pool of employers committed to hiring CPA clients
- Identify, develop and maintain ongoing relationships with services, agencies and institutions that may directly reduce barriers to clients' employment (i.e. Dress for Success)
- Prepare, plan, and facilitate individual and employment group training sessions with integrity and fidelity to curriculum/manual as necessary
- Recognize and address client ambivalence and resistance and help clients maintain motivation to change
- Recognize anti-social thinking, feeling, and acting, and demonstrate and reinforce concrete alternatives
- Predisposed to offer concrete problem solving and to engage clients in skill building
- Participate in the CPA Employment Coalition for the purpose of information sharing and to troubleshoot challenges
- Serve as a role model to clients and staff modeling pro-social behaviors
- Solicit client satisfaction feedback
- Establish and maintain appropriate boundaries with clients and their significant others
- Attend all CPA and CSSD required trainings
- Participate in quality assurance review of groups and client sessions as required
- Actively participate in the overall effort to meet performance based measures set by CSSD and CPA
- Participate in related seminars, panels and workshops to enhance visibility of program
- Supervise urine collection as required

- Perform other duties related to effective advocacy for employment of ex-offenders, as necessary

POSITION INTERCHANGEABILITY:

- Performs duties of all other staff as required

REPORTS TO: Program Manager

Apply:

Email: jobs@cpa-ct.org (MS Word documents only)

Fax: (860) 967-3280

ONLY CANDIDATES SELECTED FOR INTERVIEW WILL BE CONTACTED.

An Equal Opportunity Employer Committed to Affirmative Action