



CAREERS @ ULEC

Program: Urban Youth Reentry Program (UYRP)
Position/Title: Job Developer
Location: 506 Central Avenue & Essex County College in Newark, NJ
Salary: \$35,000 to \$45,000 annually (commensurate with experience)
Hours: Full-Time | Monday thru Friday; 9-5pm
Reports To: UYRP Program Manager
Position Posted: January 4, 2022 (until position is filled)

Basic Functions: Under the direction of the Program Manager, the Job Developer will work to develop relationships with local employers to hire our participants, monitor participant Employment Service Plans, conduct assessments of individuals' employability dimensions to determine suitability for services and make appropriate referrals both internally and externally to community services to support successful Service Plan completion. The Job Developer will also assist clients in achieving employment goals by providing individual employment counseling and coaching when necessary and perform follow-up duties to ensure participants remain employed past 6 months to a year.

Responsibilities
(includes, but not limited to):

Business Development:

- Promote and develop employment and on-the-job training opportunities for applicants
- Assist clients with such matters as job readiness skills, job search strategies, writing resumes, and preparing for job interviews
- Provide local labor market information - what companies and industries are in the area, what skills and experience local area employers prefer and require, what is the usual means of entry into those companies/industries, advise clients on how to apply
- Assist clients in determining employment support needs
- Enter accurate client data into designated reporting computer systems and update as needed
- Conduct outreach to clients, employers and the community to promote program services
- Provide consulting services to community groups and agencies, businesses, industries, and other organizations involved in providing community-based career planning resources
- Attend networking events and represent ULEC on community committees
- Make cold calls to potential employers explaining the benefits and employment support services provided to employers; including addressing employer's special needs
- Provide direct job matching of current openings to the clients and offer qualified job candidates the opportunity to interview for posted jobs
- Check with candidates and employers to assess quality and success of the referral

- Identify growing employment sectors and potential employers
- Develop relationships with employers to understand their business and job requirements of positions they seek to fill
- Work with employers to identify specific skills they are seeking and developing a process for residents to acquire those skills
- Maintain contact and dialogue with these employers and responding to their concerns
- Provide job and career coaching, follow up, and job retention services to UYRP participants
- Advocate for hard-to-employ residents such as the disabled and ex-offenders
- Provide reports and data on a timely basis as needed by project partners and funders
- Present monthly documentation of job openings, neighborhood applicants, and an analysis of outcomes

Employment Counseling/Coaching

- Interview clients to obtain employment history, educational background, career goals etc., and to assess their employment related needs
- Identify barriers to employment and assist clients to develop job readiness skills and job search strategies
- Assess need for additional assistance such as rehabilitation, financial aid and/or further vocational training and make appropriate referrals
- Support and monitor clients as they progress through their Employment Service Plans
- Follow-up with clients at appropriate intervals to assess progress and record outcomes
- Maintain file case notes and appropriate documentation about clients' progress
- Establish relationships with employers regarding problems, complaints, and progress of recently placed applicants and recommend corrective action
- Inform business, labor, and public about training programs through various media

Qualifications:

- Ability to work in a performance based system with a proven track record of meeting targets and outcomes is essential
- Requires minimum supervision, able to work independently and maintains a supportive and cooperative environment with colleagues

Preferred Experience and Skills:

- 2-3 years of experience in workforce development preferred
- Business-to-business services and customer care, with an emphasis on employer outreach and service to disadvantaged

Equal Opportunity Statement:

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status.

How To Apply:

E-mail resume/CV and cover letter to careers@ulec.org and dhill@ulec.org.
In the subject line, write: **UYRP Job Developer**

