



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT
WORKABILITY JOB DEVELOPER	CLASSIFIED	GRADE: L
BOARD POLICY REFERENCE: New Classification		Board Approved:

JOB DESCRIPTION:

Under direction, develop, coordinate and implement activities to support job placement and continued employment for students with disabilities participating in the WorkAbility III Cooperative Program with the California Department of Rehabilitation.

SCOPE:

The WorkAbility Job Developer performs a broad range of activities designed to assist students with disabilities achieve competitive employment. This includes: individualized outreach to employers, arrangement of On-The-Job (OTJ) Training, coordinates incentive funds and employer tax credits, assistance with development of resumes and cover letters, and job skills coaching. The WorkAbility Job Developer will work in collaboration with the staff of the California Department of Rehabilitation (DOR), the Disability Resources Department, and other district and community program staff.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Contacts employers to develop employment opportunities for students with disabilities.
2. Researches and maintains current job listings and develops resources for students to identify current job openings related to their identified career goal.
3. Plans marketing and outreach services to promote employer awareness of potential qualified employees with disabilities.
4. Serves as advocate and liaison for students with disabilities utilizing employer incentives designed to help applicants with disabilities.
5. Advises students on how to request disability accommodations in the workplace.
6. Advises students with disabilities on job search techniques including interviewing strategies, resume writing, cover letter development, and networking.
7. Collaborates with DOR Counselors to assist students with achieving goals established by DOR.
8. Works with students and employers to identify job accommodations and solutions to employment barriers.
9. Ensures that required program data is properly maintained and reported.
10. Gathers, analyzes and maintains data and statistical information to evaluate effectiveness of services and to identify goals to meet student and program needs.

KNOWLEDGE OF:

Federal and State labor laws and regulations relevant to persons with disabilities including: Americans with Disabilities Act, Equal Opportunity Employment and laws and regulations governing federally funded programs; economic and labor market conditions and trends for Sonoma County; effective techniques for contacting potential employers; economic incentives for employers who hire applicants with disabilities including employer incentives and tax credits; computer skills for the development of resumes, cover letters, correspondence, and record keeping.

ABILITY TO:

Work effectively with individuals with disabilities; create, plan, implement, and evaluate multiple projects on an ongoing basis necessary to meet program and outreach objectives; establish and maintain professional and collaborative working relationships with members of a diverse community, including employers, students, community college faculty, staff and administrators, and state and local government agencies; work independently with minimal supervision; demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Associate's degree with relevant coursework such as Human Resources, Business Administration, Behavioral or Social Science or a related field. Bachelor's degree in a related area preferred.

Experience:

Demonstrated successful experience working directly with persons with disabilities. One year successful experience in job development services.