

JOB DEVELOPER

Job description

A Little About Us:

Vocational Visions has been supporting adults with intellectual and developmental disabilities for almost 50 years.

A Little About You:

As an employee, you will be responsible for:

- Generating a minimum of 20 community-based job placements per year for adults with Intellectual and Developmental Disabilities
- Receive referrals and conduct one-on-one meetings with persons served to identify interests and employment goals prior to assisting them in the job search process
- Assist persons served pursuing employment opportunities with applications and resume development
- Practice interviewing techniques with persons served prior to interviews
- Review labor market information to identify employment trends in the local economy
- Explain program to potential employers, identifying appropriate job matches for persons served
- Generate job interviews for persons served, facilitating interviews as appropriate
- Maintain ongoing communication with persons served during the job development process
- Maintain accurate and updated job development documentation
- Complete monthly progress reports and submits them to funding sources on time
- Participate in meetings and conferences, as required
- Treating staff fairly and showing respect to coworkers
- Other duties as assigned

Meeting our qualifications:

- 18+ years old
- possess a valid driver's license,
- graduated from high school, preferably a bachelor's degree

- Passing some pre-hire requirements - physical, background check and drug screen.

Experience:

- Sales or job development experience preferred
- Experience working with adults with intellectual/developmental disabilities preferred
- CPR Certification, or agreement to obtain CPR Certification
- Maintaining and using CPR skills throughout duration of employment

Skills:

- MS Office
- Effective communication skills, both written and verbal
- Detail-oriented
- Fostering a positive environment

What We Offer:

- Monday through Friday work weeks for most employees
- 8:00am to 4:30pm
- Medical, dental, vision, AD&D, and life insurance.
- PTO, sick leave and holiday pay.
- \$22.00/hr. - \$24.00hr., depending on experience and job title.

* Please ask about details

Job Type: Full-time

Salary: \$22.00 - \$24.00 per hour

Benefits:

- Dental insurance
- Employee assistance program
- Health insurance
- Paid time off
- Tuition reimbursement
- Vision insurance

Schedule:

- 8 hour shift

- Day shift
- Monday to Friday

Ability to commute/relocate:

- Mission Viejo, CA 92691: Reliably commute or planning to relocate before starting work (Required)

Application Question(s):

- Do you have a valid California Driver's License?

Education:

- High school or equivalent (Required)

Work Location: In person