

Innovative Services NW

Job Opening

Job Developer



We are a 56-year-old non-profit that values our employees. We have a variety of programs including Early Learning, Pediatric Therapy, and Employment Services, including a Janitorial Service that cleans county, state, nonprofit and private businesses in Clark County. Innovative Services NW serves more than 1,700 adults, children, and families, many on a daily or weekly basis here in Clark County, Washington!

The Job Developer is responsible for impacting the lives of individuals with disabilities or other employment barriers by providing job development and job placement services. All services are designed by the individual to meet their desired employment outcomes. Primary responsibilities include job development and placement activities, employer relationship development, case management, administrative and agency responsibilities, and other duties as assigned.

Essential Functions

Job Development, Negotiation and Placement

- Collects, interprets and uses information to assist participants with career planning, interest inventories, job seeking, application procedures, resume writing, interview preparation and job retention skills and attitudes
- Makes arrangement for and supports the participants with the job interviews
- Works collaboratively with individuals and employers to negotiate provision of supports, job modifications and terms of employment
- Seeks out employment that matches the individual's interests and skills and ensures conditions and terms of employment necessary for a successful job placement
- Explores new employment opportunities for participants desiring an employment change
- Prepares forms and reports related to placement activities; tracks participant activity and progress data

Employer Relationship Development

- Utilizes business networking and employment practices to maximize employment opportunities for participants Contacts potential employers as a representative for individuals in their employment search; matches job skills with applicant qualifications and interests
- Plans and promotes career and employment-related programs and events, such as career planning presentations, work-experience programs, job fairs, and career workshops
- Maintains active list of employer contacts relating to client placement and employment

Case Management

- Regularly communicates with others including but not limited to; guardians, liaising with home providers, transportation support, case management and employers as needed

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- Meets with participants on a regular basis including monthly contacts with individuals as defined in Innovative Services NW's procedures to ensure employee job satisfaction
- Schedules and attends meetings with funding agents to ensure training plans and funding for employment services
- Ensures individual employment plans are implemented and followed according to organizational, county and state guidelines

Administrative and Agency Responsibilities

- Makes presentations to companies regarding supported employment and supporting people with disabilities
- Documents activities and progress according to agency policies and procedures
- Prepares reports, letters, progress, notes and other agency documents as assigned
- Follows all agency policies and procedures
- Attends staff meetings, agency meetings, other meetings and seminars
- Participates in achievement of agency and departmental goals
- Coordinates with other entities when needs arise
- Prepares governmental and other funding agency reports

Other duties as assigned

Competencies

Interpersonal Skills

Work cooperatively and effectively with individuals and groups; interact with students and adults from different cultural and socioeconomic backgrounds; provide instruction and make presentations on resume preparation, job seeking, job retention and interview skills. Can empower rather than enable.

Human Behavior

Knowledge of human behavior and performance; individual differences in ability, personality and interests; learning and motivation.

Recruiting and Human Resources

Knowledge of principles and procedures for personnel recruitment, selection and training, compensation and benefits, labor relations and negotiation.

Sales and Marketing

Effectively market and represent a program and services to employers; communicate effectively in both oral and written form; plan and make presentations to small groups including potential employers, business representatives and program participants.

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Administration and Management

Operate a variety of office equipment; use a computer to prepare documents and presentations, maintain various databases and search for information on the Internet; utilize time management techniques to organize and prioritize work; work independently and meet timelines; coordinate a variety of projects simultaneously.

Customer and Personal Service

Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction.

English Language

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.

Supervisory responsibility

None

Work environment

While performing the duties of this position, the employee travels by automobile throughout Vancouver and Clark County and is exposed to changing weather conditions. The employee works in varied residential and commercial environments based on assigned caseload. This position performs tasks that involve no exposure to blood, body fluids or tissues, but employment may require performing unplanned category I procedures.

Physical demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to stand, walk, sit; use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee frequently lifts and moves up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Position type and expected hours of work

This is a full-time (30-40 hours per week) position with varying hours and days of work depending on work schedules of assigned caseload. This may include frequent evening and weekend work.

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Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

Required education, certification(s) and experience

- Bachelor's degree in Human Services, Vocational Rehabilitation, Business or Human Resources preferred. High School Diploma or equivalent is required.
- Minimum 3-years' experience working with in sales or recruiting with proven outcomes.
- Must have the ability to function in an ever-changing environment and a variety of settings.
- Must be able to adapt physically to many work environments
- Must have or obtain first aid and CPR training card within 90 days upon hire
- Traveling in the community is required; must have a valid driver's license and proof of auto insurance
- Must pass background driving and criminal checks per contract requirements
- Advanced time management and planning skills
- Good analytical and independent judgment skills
- Preference given if proficient in a second language, including ASL
- Candidates who are currently CEP (Certified Employment Professional) or are CEP eligible are preferred.

Pay \$21.00 to \$22.00 per hour, plus bonus plan

Benefits

- Paid sick time
- For full time employees working >=30 hours/week: Health / Medical / Mental / Dental /Vision / 401K / Vacation time/Employee Assistance Program
- We offer a supportive, welcoming environment.

AAP/EEO statement

Innovative Services NW provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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To apply

Please head to our website and fill out the quick online application at:
<http://www.innovativeservicesnw.org/about-us/careers>

An Equal Opportunity Employer

E-Verify

Innovative Services NW participates in E-Verify. Click the links below for more information:

[E-Verify Notice of Participation \(English/Spanish\)](#)

[E-Verify Right to Work \(English/Spanish\)](#)

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