

POSTED: 5/30/2017

POSITION: EMPLOYMENT DEVELOPER



DEPARTMENT: Employment Services

CONTACT: Jami Sickler

HOURS: 40 per week (7:30 am – 4:00 pm)
Flexible work hours required, with possible nights and weekends.

SUMMARY: Responsible for the development and advancement of employment opportunities for persons with disabilities. Serve as a liaison between the employer, agency staff, funding sources and significant others.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Promote the philosophy of community integration and employment for person with disabilities.
- Develop new employer contacts within the community to offer and promote our employment services.
- Develop and nurture long term relationships with community partners and employers.
- Initiate employer contacts on behalf of individuals seeking community based employment.
- Develop employment opportunities to meet the mutual needs of individuals and employers.
- Maintain accurate documentation of job development and case management activities.
- Assist individuals in job seeking skills, i.e. career exploration, resume development, job markets, job seeking tools and interviewing skills.
- Develop and provide community job shadow and informational interviews for individuals in career exploration.
- Provide case management services to include written PCP's, monthly reports, case notes and attendance at staffings.
- Develop, implement and evaluate clients goals related to employment success.
- Participation in Chamber of Commerce events and activities.
- Facilitate and maintain contact with funding sources, employers, agency staff, clients and significant others regarding clients' progress towards employment goals.
- Keep Vocational Services Manager informed of case developments.

Non-essential Duties and Responsibilities:

- *Track and record necessary data in order to complete program evaluations on time.*
- *Participate on various committees.*
- *Attend the Threshold meetings.*
- *Complete Supported Employment Assessments for individuals targeted for community employment.*

EDUCATION and/or EXPERIENCE: Associates degree in related experience required, 4-year degree preferred. Preferable skill background set (HR/Marketing/Sales/Staffing).

TRANSPORTATION: Essential duties typically require a driver's license, a good driving record and access to a personally owned and adequately insured vehicle.

To apply complete an Application or submit a resume to Human Resources:

600 Rolfs Avenue West Bend WI 53090

eahlgren@thresholdinc.org

Please contact Human Resources to obtain the full job description.