



(The Southeast Area Social Services Funding Authority (SASSFA) is a community service agency that has been in business for 35 years and offers a wide variety of services to meet the workforce development needs of the 21<sup>st</sup> Century for residents of Whittier, South Whittier, Los Nietos, La Mirada, Santa Fe Springs Pico Rivera, Paramount and the County of Los Angeles. SASSFA is centrally located and near public transportation, approximately 12 miles southeast of Los Angeles.

## OPEN RECRUITMENT

\*The recruitment for the following positions is to establish an eligibility list\*

All applicants must submit a completed employment application. All positions are open until filled.

To Request an application and a full job description, please call the Human Resources at (562) 946-2237 extension 222

### JOB DEVELOPER (for its WIA Programs)

JOB #SAS000024

\*Full Time 40 Hrs per Week

\*Starting Salary \$17.86/hr

**THIS POSITION REQUIRES EXTENSIVE TRAVELING WITHIN LOS ANGELES AREA**

**Bilingual English/Spanish preferred**

**Must be proficient in Microsoft Word and Excel**

#### EDUCATION/TRAINING/EXPERIENCE:

Bachelor's degree in psychology, social science, human resources or related field. Two years of related job training, placement, employment and social services experience. Equivalent combination of experience may be substituted for educational requirements.

#### LICENSE, CERTIFICATES; SPECIAL REQUIREMENTS:

- A valid Class C California Driver's License and the ability to maintain insurability under the Agency's vehicle insurance policy.
- Proficiency in Microsoft Word and Excel required
- Bilingual English/Spanish preferred
- Excellent Writing Skills

#### GENERAL PURPOSE

Under general supervision of a Program Supervisor, responsible for developing job placement opportunities for clients by working with employers in the public and private sector and monitoring client progress with search efforts. Position requires specialized knowledge of employment search methods and techniques, job classifications, skill sets, and career path, and job functions and qualifications guidelines, as well as individual development plans. Follow up with employers and clients to assess progress; maintain participant tracking logs. Familiar with WIA regulations. Must have strong marketing skills and networking abilities to connect with large and well known corporations and marketing/public relations firms. Responsible for coordinating with the case management unit to ensure appropriate program services are provided to clients. Able to prepare or assist in organizing or preparing of job fairs and other outreach to the community. Must be a skilled job developer with recent experience as a job developer in developing On-The-Job Training (OJT) and in presenting workshops. Fluent oral and written language skills in English and Spanish to assist Spanish speaking clients. Able to perform on special projects or responsibilities assigned at the discretion of the Program Supervisor.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Meet with clients to determine what kinds of jobs they may be qualified to perform and are interested in pursuing for employment purposes.
2. Assist client in creating or revising resume.
3. Meet with employers to match their openings with our current participants
4. Follow-up with employers and clients regarding employment and placement progress.
5. Document client job search activities through client notes.
6. Create and maintain weekly job developer reports.
6. Update participant tracking log to keep track of placements.
7. Conduct employment verifications and follow-up with participants after job placement to assure continued success in their new assignment.
8. Present workshops on resume writing, interviewing, net working, hidden job market, and how to work job fair sessions in Paramount and Whittier offices.
9. Work with professional and technical workers and identify employment opportunities for them.
10. Experience in sales, marketing, public relation and/or real past employment with large and well known corporations
11. Write success stories about participants who have successfully found jobs.

## **QUALIFICATIONS GUIDELINES**

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Employment search methods and employment resources and opportunities.
- Employment opportunities by occupational grouping and required knowledge, skills and abilities, and employer performance standards and expectations.
- Resume development and job development and placement practices.
- Knowledge of WIA Programs
- Skills in workshop presentations on resume writing, interviews and networking
- Skill in marketing and public relations
- Able to work with professional and technical persons
- Able to do cold calling to new employers
- Able to travel county wide as necessary
- Office administration practices and procedures.
- Correct English usage, including spelling, grammar and punctuation.
- SASSFA's organization, rules, policies, and procedures and Employment Development Department and employer expectations related to job development and placement.
- Record keeping, record management, filing and purchasing practices and procedures.
- Individual development plans.
- Proficient in the operation of a personal computer and proficiency in word processing and spreadsheet using 2007 Microsoft Word and Excel; operate a calculator.
- Operate a motor vehicle.
- Develop job placements and monitor status of employment opportunities.
- Establish continuing relationships with employer representatives and employment agency representatives.
- Organize and maintain client and employment records.
- Write success stories related to successful job placements.
- Interpret, apply, explain and reach sound decisions in accordance with laws, regulations, rules and policies.
- Maintain effective working relationships with staff, management, employers, clients and others contacted in the course of work.
- Use tact, discretion and diplomacy in dealing with sensitive situations and concerned people and clients.
- Understand and carry out oral and written directions.
- Fluent oral and written bilingual skills in English and Spanish

**HOW TO APPLY:** To be considered, apply in person at SASSFA, located at 10400 Pioneer Blvd., Suite 9, Santa Fe Springs, CA 90670, (562) 946-2237 and submit a completed SASSFA application and current resume listing experience, education and salary history.

**INTERVIEW PROCESS:** All applications and resumes will be reviewed. Those applicants whose materials demonstrate the best combination of experience and education will be invited for interviews.

**Note:** In compliance with the Immigration Reform and Control Act of 1986, all job offers made by SASSFA are contingent upon providing proof of your legal right to work in the United States.

**Americans with Disabilities Act:** A qualified individual with a disability who may require reasonable accommodation to participate in the interview process should notify Human Resources no later than four (4) working days prior to the scheduled exam date.

**Physical Examination:** Upon offering the position, the individual will be required to clear a background investigation, a physical examination and drug screening at agency's expense.

**FILING DEADLINE:** Applications will be accepted until the position is filled. Recruitment is subject to the availability of funds.

**SASSFA IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**