



**COALITION *for***  
**RESPONSIBLE**  
**COMMUNITY**  
**DEVELOPMENT**

## Job Developer Job Description

<b>Job Title:</b>	Job Developer
<b>Job Category:</b>	Social Services
<b>Primary Location:</b>	Los Angeles 90011
<b>Department:</b>	Workforce Development Department (WDD)
<b>Reports To:</b>	Business & Employment Manager
<b>Direct Reports:</b>	None
<b>Seniority Level:</b>	Associate
<b>FLSA Status:</b>	Non-Exempt
<b>Job Type:</b>	Full Time
<b>Travel:</b>	No

### ABOUT CRCD

CRCD's mission is to better sustain, coordinate, and improve local planning, development, and community services that address the needs of low-income and working-class residents and small business in South LA. CRCD is committed to being a diverse and inclusive workforce that promotes equity in everything we do.

### POSITION SUMMARY

Under the direction of the Business & Employment Manager, the Job Developer will work with a staff team, key partners, and employers to assist adult jobseekers within vulnerable populations (e.g. veterans, disabled, re-entry, homeless) to develop job-readiness skills, enter and maintain placement within living-wage careers. The Job Developer will work to strengthen the local workforce sectors by increasing the employability and placement opportunities of jobseekers while simultaneously cultivating business relationships and providing employers with skilled applicants. Upon career placement, they will provide participants with follow-up services for one-year after exit, close all cases, and coordinate with career coaches to ensure streamlined and timely services. The Job Developer will execute a coordinated, client-employer focused approach within the Integrated Service Delivery (ISD) model that positively impacts the jobseeker, employer, organization, and community at-large.

The Job Developer will track and document all services provided to clients and employers as well as progress towards all grant outcomes. They will also enter, organize, and maintain accurate data, reporting, and main files for all participants to successfully meet all grant outcomes. The Job Developer will coordinate and collaborate with all WDD staff, other departments within CRCD, and outside partners/employers to ensure effective and streamlined services and delivery. The Job Developer will also support the



## Job Developer Job Description

organization's 5-year strategic plan and work closely with management to ensure alignment and consistent progress towards those goals.

- 40% of time will be providing job-readiness hard skill development services such as resume prep, placement, retention, and follow-up services for jobseekers 1-year after exit
- 40% of time cultivating and maintaining employer partnerships leading to living wage jobs from direct placements, hiring events, etc. as well connecting with various employer networks
- 15% of efforts will be dedicated to entering, organizing, and maintaining accurate data, reporting, and main files for all participants aligned and leading towards successful grant outcomes, including administrative and compliance responsibilities
- 5% of time will support management and the entire WDD team with assessment, planning, and improvement of the service delivery model and its execution

### ESSENTIAL DUTIES & RESPONSIBILITIES

1. Utilize various recruitment strategies, including social media and virtual platforms, to engage the community, partners, and other CRCD departments to recruit and intake adult jobseekers within various vulnerable populations (e.g. veterans, re-entry, disabled, homeless) into WorkSource Center services
2. Provide approximately 100+ adult jobseekers with career planning job-readiness (hard skills) training; placement support into high growth industries; employment retention and follow-up services one-year after exit; and final case closure
3. Track and organize weekly to quarterly all job-readiness training, placement, retention, and follow-up services case notes and outcomes progress on CalJOBS/Salesforce platforms, including within internal tracking sheets
4. Create/implement job-readiness services/workshops such as resume writing, mock interviews, computer literacy, etc. via in-person, virtual, and social media platforms on a weekly basis to meet the needs of the 21st century workforce
5. Implement various placement strategies on a weekly basis with jobseekers such as direct placements, on-the-job training (OJT), job fairs, targeted local hire, pre-screening and matching with employer referrals, etc.
6. Achieve dozens of job placements monthly with fluctuation according to grant deliverables
7. Outreach, engage, cultivate relationships among businesses & employers weekly
8. Create relationships with employers in various high growth industries such as



## Job Developer Job Description

construction, transportation, hospitality, clean energy, etc. and coordinate placement of qualified candidates

9. Maintain files for all business services provided (e.g. employer files) such as business needs assessment forms, clients referrals, etc. within specific data systems, including but not limited to internal databases, spreadsheets, ETO, Salesforce and CalJOBS

10. Gather, organize, and post job leads, recruitment events, hiring employers, job fairs, etc. on a consistent basis via hard copy and virtual/social media platforms

11. Organize business service displays within the WorkSource Center locations

12. Facilitate weekly to monthly case conferencing for participant caseload amongst the staff team and key partners to ensure adequate service delivery and monitor progress towards all grant outcomes

13. Oversee referrals for small businesses services to Business Source Center and other gov't and community-based-organizations who can support the needs of entrepreneurs and small business owners

14. Initiates and participates within employer work groups, round tables, chambers of commerce, business corridors and other initiatives in appropriate targeted sectors

15. Help lead monthly/quarterly advisory council meetings with employers who serve as advisors for CRCD's Workforce Development Department (WDD)

16. Complete weekly/monthly/quarterly reports to provide the organizational leadership with ongoing grant progress and success

17. (Co)Facilitate weekly to monthly case conferencing for participant caseload amongst the staff team and key partners to ensure adequate service delivery and progress towards all grant outcomes

18. Complete, maintain, and self-audit all employer files, and employment services documentation, including daily/weekly tracking of job-readiness services, and progress towards outcomes

19. Understand and follow the Integrated Service Delivery model, and collaborate with Career Coaches to ensure coordinated services and the smooth transition of participants from skills development and training to employment services through follow-up

20. Work with all other service delivery staff within WDD, management, other CRCD departments, and grant partners to provide quality services to participants and meet grant deliverables

21. Be flexible in a rotating work schedule at times when service delivery requires it such as during recruitment activities, which can include evening and weekend work



22. Be able to work with and co-locate at local grant partner facilities for portions of caseload
23. Maintain professional boundaries and a positive work environment with all participants, staff, partners, supporters, and collaborators
24. Handle all client concerns, complaints, feedback, and recommendations promptly and with professionalism and with the support of the staff team as needed
25. Participate in all WDD staff planning, including the 5-Year Strategic Plan
26. Uphold CRCD's mission & professionally represent the agency at assigned events

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in related field; or minimum four years of related experience without formal education
- At least 2 – 4 years' experience in providing job development, staffing or business services in non/for profit organizations
- Experience, comfort, and desire to work with various vulnerable populations such as re-entry, homeless, veterans, disabled, low-income, etc.
- Basic proficiency in Microsoft Office (Word, Excel, Ppt)
- Basic proficiency in data tracking systems and tools (e.g. MIS)
- Strong organizational skills to manage large caseload, data, and reporting duties
- Demonstrated ability to work on multiple projects simultaneously, meet deadlines
- Reliable, flexible team player who works well with minimal supervision, has a good work ethic, and can set and maintain personal boundaries
- Demonstrated knowledge of participant community resources & services
- Reliable transportation, valid driver's license, and car insurance as required by law

### **PREFERRED QUALIFICATIONS**

- Staffing/business services experience
- WorkSource Center service delivery experience highly desirable
- Dedicated experience in working with vulnerable populations highly desirable
- Bilingual in Spanish/English highly desirable
- Member of the target population a plus

### **WORK ENVIRONMENT**

1. On occasion walk or drive to different local sites throughout the day.
2. Regularly required to sit, stand, bend, and occasionally lift or carry up to 35 lbs.
3. Combination of field and office environment.
4. May necessitate working in busy and loud environments.
5. May be exposed to elements like cold, heat, dust, noise, and odor.



**COALITION *for***  
**RESPONSIBLE**  
**COMMUNITY**  
**DEVELOPMENT**

## Job Developer Job Description

6. Work regularly in a community that is exposed to gang activity, substance use, homelessness, and high unemployment rates.
7. This is not a work-from-home position

### **RESPONSIBILITIES COMMON TO ALL AGENCY EMPLOYEES**

1. Encompass a “do whatever it takes approach” to serving our community
2. Always maintain a safe work environment and confidentiality.
3. Be proactive, creative, flexible in determining, evaluating & resolving issues.
4. Organize & prioritize multiple activities to meet all external & internal deadlines.
5. Maintain professional demeanor that reflects positively on the agency.
6. Demonstrate respect and courtesy toward others.
7. Able to thrive in a work environment emphasizing teamwork and collaboration.
8. Respond in a timely manner in all aspects of communication.
9. Regular and prompt attendance in the office is required
10. Work with limited to minimum supervision.
11. *Perform other duties as assigned by your supervisor and or executive team.*

### **BENEFITS**

- Dental, Vision, Medical Benefits: CRCD is in the top 10% for excellent employee benefits for non-profit organizations. CRCD offers 80% employee paid and 60% dependent paid medical
- 401K eligibility to participate from day one and up to 3% matching after one year
- Flexible Spending Account (FSA)
- Short-Term & Long-Term Disability, Accident, and Hospital Indemnity
- Whole Life Insurance, College Funding Plans/529 Savings Plan from Principal
- Pet insurance, Legal/ID Theft
- Generous work/life balance
- 13 Paid Holidays

CRCD is a mandatory vaccination employer for COVID-19 and its variants. COVID-19 vaccination is mandatory for employment. As such, all CRCD employees must be fully vaccinated against COVID-19, including new hires. All new hires must provide proof of vaccination on or before their start date; alternatively, new hires may request a medical or religious exemption on or before their start date. If a new hire requires a medical or religious exemption, CRCD will engage in the interactive process with the new hire; a new hire cannot begin working for CRCD until the medical or religious exemption application has been approved. Similarly, if a new hire is not yet vaccinated, CRCD will delay the start date until the new hire can provide proof of vaccination or approval of a medical or religious exemption application.

All candidates are subject to a criminal history check and meet CRCD's criteria regarding criminal history and must pass background check conducted by LA County. CRCD is an Equal Opportunity Employer is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth,



## Job Developer Job Description

breastfeeding and related medical conditions), and sexual orientation. Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the EEO/ADA Coordinator. EEO /ADA Coordinator contact: Stacey Cabling (213) 743-6193.

### ACKNOWLEDGEMENT

\_\_\_\_\_  
Employee Incumbent Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**All candidates are subject to a criminal history check and meet CRCD's criteria regarding criminal history.  
All candidates must pass background check conducted by LA County.**