College of the Redwoods   Position Description

Position: CalWORKs Job Developer	Position Number:
Department: CalWORKs	FLSA: Non-exempt
Reports to: CalWORKs Program Manager	Salary Grade: 116

Summary

Performs various tasks including serving CalWORKs Students with job development services. Assists students in job readiness, job search, obtaining employment, and assists students in the hiring process. The CalWORKs Job Developer acts as the liaison between a CalWORKs student and their employer. The CalWORKs job developer performs various job placement functions supporting the CalWORKs program.

Essential Duties and Responsibilities

- Plans, organizes, and assists with job development services for the CalWORKs Program.

- Performs student appointments and assists students with navigating the work-study process. May assist students with resume writing, job searches, interview preparation, placement, and other related tasks.

- Acts as a liaison between the student workers and their supervisors. May guide CalWORKs students in all fashions regarding job search, job placement, work readiness, and other related fields that pertain to student workers.

- Assists in building, establishing, and maintaining relationships with internal and external campus-based employment services that pertain to work-study and job development.

- Assists in the tracking of work-study placements and provides assistance with items related to the CalWORKs work-study budget.

- May be responsible for student intake and dispersing supplies to the student.

- The CalWORKs Job Developer will act as an active participant in the evaluation process of CalWORKs student-employees. May provide support for CalWORKs student supervisors, conduct workshops that are deemed necessary, and may prepare related outreach material.

- Completes daily data entry. Will enter student demographics and job-related information onto established data entry screens. Assists with the completion of MIS job readiness and work-study placement related fields.

- Establishes and maintains files as directed. Assembles, collates, and prepares materials for distribution. Performs work such as posting records, making arithmetical computations, and securing information from clearly indicative sources.

- Requires travel to other CR sites, off campus meetings, and to out of the area conferences.

> ▪ Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ **Knowledge and Skills**

> Requires knowledge of modern office practices, procedures and equipment including telephone techniques and etiquette. Requires knowledge and understanding of Microsoft Office. Must understand mathematics sufficient to perform columnar calculations, decimals, fractions, etc. Requires proficiency in English, grammar, spelling, and punctuation. Must have sufficient communication skills to greet and work cooperatively with customers. Must have knowledge in job readiness, job placement techniques, public benefits, understanding of student worker policies, and placement processes. Must have a general understanding of Financial Aid processes pertaining to student workers. Strong applicants are those who have experience with, and/or, knowledge of, low-income communities, people receiving public assistance, or historically underrepresented communities.

▪ **Abilities**

> The ability to perform the duties of the position efficiently and effectively. Must be able to learn, understand and apply district rules, regulations, and policies. Requires the ability to operate standard office equipment, including computers, copiers, calculators, printers, etc. Must be able to maintain student confidentiality. Requires the ability to communicate with students, College employees, and the general public.

▪ **Physical Abilities**

> Requires sufficient ambulatory ability to get to off-campus locations. Requires hand-arm-eye coordination to operate a personal computer keyboard. Requires visual acuity to recognize words and numbers. Requires auditory ability to carry on conversations and to project voice to small groups.

▪ **Education and Experience**

> Must have a minimum of one year's experience working in a job development capacity and possess an associate degree from an accredited college or university. Experience working in an educational setting is desirable.

▪ **Licenses and Certificates**

> Valid California Driver's license