



The Arc Gateway, Inc. Job Description

Job Title: Employment Outreach Specialist / Job Developer

Department: Arc Gateway Program for Adult Learning and Support (PALS)

Reports To: PALS Director

SUMMARY

Responsible for effectively promoting, cultivating, and maintaining local business relationships for the purpose of successfully matching PALS students with internship opportunities and competitive employment placements.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Analyzes the employment needs of the business community and develops and promotes job development strategies that coincide with business cost/benefit values.
2. Uses research and other data to formulate and execute marketing plan.
3. Works with the PALS Director and The Arc Gateway Marketing/Public Relations Manager to develop marketing materials to promote the benefits of hiring PALS participants.
4. Represents The Arc Gateway and PALS at local business networking events, job fairs, and other professional promotional activities as directed.
5. Initiates and maintains ongoing personal contacts with a variety of business, community, and industry representatives to promote internships and competitive employment opportunities for program participants/graduates.
6. Meets or exceeds cold call, follow up, and employment placement goals.
7. Provides input to tailor education programs to meet current business and industry needs.
8. Builds and maintains relationships with Vocational Rehabilitation counselors and other agency staff.
9. Ensures referral and follow up of students and graduates with Vocational Rehabilitation and the Agency for Persons with Disabilities.
10. Conducts job readiness/interest interviews with program participants.
11. Observes and works with PALS staff to best match student job skills with employment opportunities.
12. Coordinates job and/or internship applications, interviews, placement, and training support of PALS students and graduates.
13. Assists students in developing job resumes.
14. Completes annual follow up with PALS graduates to update employment status, resume, and other documentation.
15. Ensures completion of internship and job placement documentation.
16. Works with The Arc Gateway to coordinate services as needed.
17. Completes Professional Skills Assessment Tool (PSAT) and other assessments as needed to ensure accurate data and reporting of student progress.
18. Prepares reports and provides data as required.
19. Maintains a professional and supportive environment.
20. Works to support students in learning and engaging in activities that result in getting, keeping, and advancing in a job.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree with a minimum of two years' experience working with individuals in community or employment settings is preferred. Experience in marketing and sales also preferred. Must have the ability to meet goals and be successful in a fast paced environment and a variety of settings. Must be proficient in oral and written communication. Must be able to tend to details, be proficient in Microsoft Word and Excel, and have excellent interpersonal, oral and written communication skills.

CERTIFICATES, LICENSES, REGISTRATIONS

Must be certified in supported employment or satisfactorily complete training within 60 days of employment. Traveling in the community is required. Must have a valid driver license and appropriate vehicle insurance. Must be able to pass FDLE level II background screening, Department of Children and Families Abuse Registry Check, local law enforcement background check, Affidavit of Good Moral Character, and drug screen. Successful completion of CPR, First Aid, Core Competencies, Zero Tolerance, HIV, and HIPAA certifications will be required. Successful results of a level 2 criminal background check and drug screen.

ADDITIONAL INFORMATION

Must have a good knowledge of city and county streets and roads. May perform duties in other programs on an as needed basis.

Beginning Salary: \$ 16.00/hour (based on available program funding)

Status: Non-Exempt

Working Hours: 40 hours per week/flexible: may need to vary schedule based on client job schedules and community events

The Arc Gateway, Inc. is an Equal Opportunity Employer.