

**LICKING COUNTY BOARD OF DD
FULL-TIME OPPORTUNITY**

Job Developer

**Component: Adult Services
Reports To: Community Employment Manager
Scheduled Hours: Monday – Sunday
(Evening and weekend hours may be required)
Hourly Pay Rate: \$13.30 - \$17.54**

Position Summary:

The Job Developer is primarily responsible to develop and/or identify employment and on the job training options in the community consistent with the interests, needs, and abilities of individuals with developmental disabilities.

Essential Duties:

- Work with individuals, their families, and other agency staff to identify the employment interests and needs of individuals referred for job development.
- Provide information and conduct or arrange job tours to help individuals gain exposure to various employment options.
- Provide support and training in career exploration and job skills, including interview preparation and follow up.
- Conduct ongoing research, utilizing a variety of resources, into the labor needs of community business and industry
- Educate employers about the capabilities of individuals with disabilities and the services available through Community Employment Services.

Qualifications:

- High school diploma or equivalent. Eligibility to meet registration requirements of DoDD
- Demonstrated knowledge of vocational/habilitation programming for individuals with developmental disabilities, training techniques, or behavior management preferred.
- Strong problem solving and time management skills.
- Excellent communication skills (verbal, written, and interpersonal) for effective interaction with customers.
- Ability to work a flexible schedule, including evening and weekend hours.
- PC skills with proficiency in Microsoft Office applications.
- Current and valid Ohio Driver's license with an acceptable driver's abstract in order to meet criteria for insurability established by the Board's Fleet insurance carrier..

Application Process:

Please complete an "Internal Application Form" and forward to the DD Office of Human Resources for processing. *Interviews will be scheduled only for those candidates who best meet the above requirements.*

POST DATE: 3/2/10

REMOVAL DATE: EOB 3/15/10