



Position Description

Position Title:	Jobs Plus, Job Developer	Department:	Enrichment and Career Services
Reports to:	Jobs Plus Program Manager	Approved By:	
FLSA Status:	Non-Exempt	Approved Date:	

Summary

The purpose of the Jobs Plus Initiative program is to develop locally based, job driven approaches to increase earnings and advance employment outcomes through work readiness, employer linkages and job placement for residents of public housing. Once employed, the team continues to support the participants to maintain employment and build careers.

The primary purpose of this position is to provide career development, job placement and job retention support to a diverse client population through resume and interview preparation, job coaching, career planning, advancement support, skills development, training, and certification. Your mission is to develop strong relationships with participants in order to provide a safe space to remove barriers to employment while also preparing and coordinating employment-based services that keep members engaged in an employment outcome for one year or longer. This role will be responsible for building and maintaining successful relationships with prospective and existing businesses by utilizing innovative methods of engagement to establish open job vacancies while also filling open jobs with participants.

All activities must support the Fort Wayne Housing Authority (“FWHA” or “Authority”) and Job Plus’ mission, strategic goals, and objectives.

This is a grant funded position.

Essential Duties and Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.

- Develop strong working relationships with participants to help participants secure and maintain viable, suitable, and long-lasting employment.
- Provide career readiness, career/vocational counseling assistance with job search and job retention to participants that results in meeting monthly job placement and retention targets.
- Successfully meeting weekly/monthly metrics for employment placements that are 20 hours a week or more.
- Assist participants in removing barriers to employment by making connections with appropriate community partners.



Position Description

- Develop and maintain relationships with employers, generating job opportunities for participants.
- Collaborate with leadership to explore additional employer linkages and opportunities.
- Develops and maintains an employment/education database which job opportunities, employer contact information etc.
- Assist participants with securing documentation that verifies employment and retention milestones.
- Complete reporting requirements including but not limited to employment documentation, progress notes and client tracking,
- Ensure reporting requirements are completed by deadline dates as assigned.
- Identify potential training programs/partners that will enhance participants' connection to the workforce.
- Facilitate vocational work readiness and personal development groups virtually or in-person.
- Proactive planning and troubleshooting to ensure job seeker commitment to attend employer interviews on time and to show up on-time to work once placed.
- Coordinate the planning of workshops in partnership with community partners.
- Ensure that all participants develop and complete a resume during job readiness training.
- Conduct recruitment and outreach activities as needed to ensure adequate program enrollment.
- Coordinate on-site and off-site employer partnership, guest speaker, and worksite visit presentations to cohort during training.
- Develop and expand employer relationships and opportunities with quality employers with a focus on employers who can hire candidates and offer living wage opportunities and promotion/career growth.
- Follow up with employers regarding participants performance in job interviews and overall work performance.
- Facilitates agreements with employers to provide job opportunities and perform onsite monitoring of training progress as necessary.
- Deliver presentations as requested to program participants and to employers/industry associations.
- Real time data entry and milestone tracking in database.
- Follow department calendaring procedures to ensure coverage, support, and collaboration.
- Dedicated to working directly with a diverse population.
- Ability to cultivate and develop inclusive and equitable working relationships with employees, clients, and community members.
- Supports and enhances a sense of belonging with employee, client, and community member interactions.
- Work towards equity and our agency's commitment to diversity, equity, inclusion and belonging.
- Attends meetings, conferences, and workshops to maintain current knowledge of application programs.
- Supports and participates, as needed, in the development and preparation of grant applications and implementation of awarded grants.



Position Description

- Assists in the planning and overseeing program events.
- Attend meetings, workshops and conferences as requested.
- Up to 25% of local travel.
- Supports various marketing opportunities for Jobs Plus, including brochures, newsletters, and flyers, to recruit and connect services to participants.
- Promotes FWHA brand awareness by adhering to FWHA brand standards and ensure that any communication regarding the public value of affordable housing programs offered by FWHA also addresses the many other public values served (fair housing, economic development, welfare-to-work, etc.)
- Performs other duties as assigned.

Behavioral Competencies

This position requires the incumbent to exhibit the following behavioral skills:

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority; uses appropriate judgment & decision making in accordance with level of responsibility.

Initiative: Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

Commitment: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; and persists despite obstacles and opposition with determination and diplomacy.

Professional Behavior: Exhibits positive, polite, courteous, honest, and conscientious behavior with all internal/external clients. Accepts responsibility for actions and adjusts behavior as appropriate.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; and does a fair share of work and contributes to the overall success of the organization.

Reliability & Judgment: Incumbent demonstrates sound reasoning and critical thinking by making decisions in line with established Agency expectations. Perform work in a reliable manner that is both accurate and timely.



Position Description

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

Education and/or Experience

- Bachelor's degree in social sciences (social work), business, public administration, or related field
- 3 to 5 years experience working human services, employment services, workforce education, human resources, business or related field.
- An equivalent combination of education and experience may be considered.
- Demonstrated success in creating collaborative relationships.
- Demonstrated experience effectively teaching or facilitating group and individuals to achieve a desired outcome using current pedagogies.
- Must possess a valid state issued driver's license and be insurable under the Authority's plan.

Preferred Education and/or Experience

- Burmese or Spanish as a second language is preferred.
- 2 years of experience working in employment services for underrepresented populations, including individuals from low-to moderate-income communities.

Technical Skills

- To perform this job successfully must have solid case management skills.
- Should have strong computer skills (MS Word, Excel, and Outlook).
- Must have the ability to learn other computer software programs as required by assigned tasks such as database maintenance, cloud based programs, and social media platforms.
- Demonstrable communication and active listening skills are required, as well as an ability to display empathy.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- To perform this job successfully, the employee is frequently required to remain in a stationary position.
- Daily movements include sitting; standing; operating computers and other office equipment; moving about in the office; and attending onsite and offsite meetings.
- The employee will be required to drive. The employee may drive a FWHA vehicle.
- The employee must be able to communicate via email and verbally via telephone.
- The employee must occasionally transport up to 25 pounds.



Position Description

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Position may work in an office environment, and various other locations in the community.
- Office environment. The noise level in the work environment is usually moderate.
- Home visits may be required on a case-by-case basis, resulting in the employee experiencing a variety of conditions.

Read and Acknowledged

Disclaimer: This job description is not intended to be all-inclusive; an employee will also perform other related job responsibilities as assigned by immediate supervisor and other leadership as required. FWHA reserves the right to revise or change job descriptions, job duties, functions and requirements as the need arises. This job description does not constitute a written or implied contract of employment.

Employee Signature _____
Date

Employee Name [printed]

Supervisor Signature _____
Date

Approval of Appointing Authority _____
Date