



Position: Job Developer

Program: Skills Training and Employment Programs (STEP)

Reports to: Division Director, Workforce Development

Location: 285 Schermerhorn Street

Hours: Part Time, up to 25 hours per week

Position Summary: Work with specific program staff and consumers in providing job development services to meet programs' specific needs.

BCS offers a range of vocational training and job placement programs to meet the diverse needs of clients with intellectual disabilities, physical disabilities and mental illness. Those ready for work are helped to find jobs, others receive basic vocational training, coaching, and support as they transition to employment, and those with very challenging disabilities are placed in internships receiving specialized support where they can begin to build basic skills.

Responsibilities:

- Provide job development services to consumers and maintain relationships with employers. Responsible for meeting monthly placement requirements.
- Work with all staff to ensure paperwork and other data are submitted on a timely basis internally and externally.
- Ensure that all placement activities are communicated with ACCESS-VR/VESID counselors and provide monthly written reports to facilitate communication.
- Submit monthly and annual placement data to the Division Director.

Qualifications:

AA degree required, BA degree preferred. Job development experience required. Experience working with adults with disabilities preferred. Good communication and organizational skills required. Ability to interface with staff across programs, with employers, and with community agencies.

Contact:

Email cover letter and resume to:

Damion Samuels, Division Director, Workforce Development
dsamuels@wearebcs.org

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