

**Walker Montgomery C.D.C.**  
Job Announcement

**Position: Statewide Job Developer – Grant Funded Position      Position Available: 1**

**Opening Date: October 30, 2017**

**Closing Date: Until Filled**

**Salary: \$1,458.33 Semi-monthly**

**Status: Exempt**

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**GENERAL DESCRIPTION:**

Provide statewide transition, job placement services and follow-up services to program graduates

**REPORTS TO:**

Walker Montgomery C.D.C. Director

**SUPERVISES:**

None

**QUALIFICATIONS:**

- BA/BS preferred; experience in counseling hard to serve target groups may be substituted for degree
- Certification in appropriate discipline preferred, not required (i.e., social work, corrections, education, substance abuse, etc.)
- Experience counseling individuals with substance abuse history preferred
- Must maintain adequate liability automobile insurance
- Bi-lingual Spanish preferred, not required
- Experience counseling at-risk youth
- Experience in corrections or social work preferred, not required
- Must pass pre-employment criminal history check
- Must pass a drug screen

**SPECIFIC DUTIES:**

Must possess and demonstrate the ability to:

- Provide services as related to participants discharged such as:
  - Assistance selecting appropriate work attire and/or job tools
  - Job development/referral
  - Client progress reporting
  - Employer liaison
  - Support services referral
  - Client transition evaluation and family contact liaison
  - Work and develop relationships with public agencies and employers
- Act as an advocate/mentor when needed
- Attend review presentations as needed
- Act as liaison with other agencies when required
- Complete:
  - Post discharge follow-up and tracking
  - Career and personal counseling
  - Detailed expenditure monitoring
  - Coordination with the YouthBuild team.
- Performs other duties as assigned
- Overnight travel required as needed

**Contact**

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