

GULF COAST TRADES CENTER

Job Announcement

Position: Job Developer - Grant funded

Position Available: 1

Opening Date: July 26, 2018

Closing Date: Open Until Filled

Salary: \$1458.33 Semi-monthly

POSITION:

Job Developer – Grant funded United Way

GENERAL DESCRIPTION:

Provides transition, job placement services, and follow-up services to program graduates. For the counties of Montgomery, Fort Bend, Waller and Harris County including the Bay area.

REPORTS TO:

Office of Contract Compliance (OCC) Manager

SUPERVISES:

None

QUALIFICATIONS:

- BA/BS preferred.
- Experience in counseling at risk youth.
- Experience in corrections or social work preferred.
- Experience in counseling hard to serve target groups may be substituted for degree.
- Experience counseling youth with substance abuse history preferred.
- Must maintain adequate liability automobile insurance.
- Certifications in appropriate discipline preferred (social work, corrections, education, substance abuse, etc.)
- Must pass a criminal history check and drug screen.

SPECIFIC DUTIES:

The ability to provide services as they relate to:

- ❖ Client discharge plan
- ❖ Job development/referral
- ❖ Client progress reporting
- ❖ Employer liaison
- ❖ Supportive services referral
- ❖ Client transition evaluation
- ❖ Family contact liaison
- The ability to act as an advocate/mentor.
- The ability to help youth with Job Placement in a trade related job.
- The ability to attend review committee meetings.
- The ability to lead workshops or informational presentations.
- The ability to act as liaison with other agencies.
- The ability to complete post discharge follow-up and tracking.
- The ability to perform other duties as assigned. Overnight travel required.

Contact

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