

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Job Developer/ Disability Support Services	Range: 44	Classified Schedule
Date Revised:		Date Approved:	November 10, 2015

PRIMARY PURPOSE

Under the direction of the Director, Disability Support Services or designee, develops job opportunities, internships and continued employment for students with disabilities with employers and community organizations, facilitates job placement through the use of specific job related workshops and seminars and places students in jobs following completion of an educational or training program at a college.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Develops job opportunities and internships for program participants with disabilities.
2.	Establishes and maintains relationships with local employers, business organizations, and community groups to develop job leads for students with disabilities.
3.	Researches and maintains current job listings and develops resources for students to identify current job openings related to their identified career goal.
4.	Plans marketing and outreach services to promote employer awareness of potential qualified employees with disabilities.
5.	Answers inquiries from potential program participants regarding program eligibility, training, and placement possibilities.
6.	Assesses the training, experience, and personal qualifications of program participants and matches them with employer's required qualifications.
7.	Visits local employers to evaluate job content, working environment, and the ability of the employer to meet job accommodations and solutions to employment barriers.
8.	Conducts workshops on job search techniques including interviewing strategies, resume preparation, cover letter development and dress and personal grooming.
9.	Supports students throughout job search and interview process, including help filling out applications, attending interviews, contacting employers, and visiting job sites.
10.	Discusses strategies and procedures for disability disclosure during the hiring process with students, and advises students on how to request disability accommodations in the workplace.
11.	Gathers, analyzes and maintains data and statistical information to evaluate effectiveness of services and to identify goals to meet student and program needs.
12.	Trains and provides work direction and guidance to others as directed.
13.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
14.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.

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15.	Performs related duties as assigned.
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OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Job Developer/Disability Support Services maintains frequent contact with counselors, faculty, students, various campus and District departments, employers, and state and local government agencies.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Associate's degree from an accredited college/university with relevant course work in human resources, public relations, business administration, behavioral or social sciences, or related field.

Three (3) years of experience working with persons with disabilities in job development, job placement, employment counseling or a related field.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of Federal and State labor laws and regulations relevant to persons with disabilities including Americans with Disabilities Act, Equal Opportunity Employment and laws and regulations governing federally funded programs.

Knowledge of economic and labor market conditions and trends.

Knowledge of job development techniques.

Knowledge of job placement techniques.

Knowledge of job search and interview skills.

Knowledge of sales techniques and strategies.

Knowledge of District organization, operations, policies and objectives.

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary.

Knowledge of record keeping procedures.

Knowledge of budget preparation and maintenance.

Knowledge of appropriate software and databases.

Ability to work effectively with individuals with disabilities.

Ability to develop job opportunities for students.

Ability to motivate employers to become involved with the program, students and the college.

Ability to establish and maintain professional and collaborative working relationships with members of a diverse community, including employers, students, community college faculty, staff and administrators, and state and local government agencies.

Ability to interpret, apply and explain laws, regulations, policies and procedures.

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Ability to assess, analyze, implement and evaluate research project activities.
Ability to analyze situations accurately and adopt an effective course of action.
Ability to plan, organize and prioritize work.
Ability to meet schedules and time lines.
Ability to work independently with little direction.
Ability to understand and follow oral and written directions.
Ability to communicate efficiently both orally and in writing.
Ability to supervise, train and provide work direction to others.
Ability to establish and maintain effective working relationships with others.

SPECIAL REQUIREMENTS

Requires a Valid California Driver's License

WORKING CONDITIONS

College office environment; dexterity of hands and fingers to operate a computer keyboard; hearing and speaking to exchange information in person one-on-one, in a group setting or on the telephone; travel to various locations to visit job sites; sitting or standing for extended periods of time; seeing to read a variety of printed materials and information on a computer screen for extended periods of time; ability to lift, carry and/or move objects weighing up to ten pounds.
