

Project HIRE

CARF Accredited and Medicaid Approved

JOB POSTING

Job Title: Job Developer/Mercer County **Department:** Project HIRE

Job Summary: To develop employment opportunities in the community for individuals with disabilities in Mercer County.

Responsibilities:

1. Abide by the agency Code of Ethics and represent The Arc of NJ and all persons receiving services in a professional and reputable manner.
2. Meet with referred individuals to complete and document assessments of referred individuals as part of the overall intake process.
3. Identify and contact employers within the target area to assess interest in training and employing individuals with disabilities.
4. Place individuals into competitive employment that reflects the individuals' skills and interests in a timely manner within agency standards.
5. Supervise and schedule Employment Training Specialists (ETS).
6. Provide supervisor with timely and accurate reports and billing information as required by the Agency and by funding sources.
7. Participate in marketing- related activities to promote the program.
8. Maintain certification in CPR and First Aid and attend trainings required by funding sources.
9. Perform any additional assignments or duties as requested by Supervisor

Immediate Supervisor: Coordinator of Field Services **Direction of Others:** ETS staff

Qualifications: Bachelor Degree preferred and/or at least 1 year experience in working with individuals with disabilities. Must possess a valid driver's license and qualify for insurability by The Arc of NJ's automobile insurance carrier, and maintain valid vehicle insurance and reliable vehicle.

Making the connection between New Jersey employers and people with intellectual and developmental disabilities



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