
Job Posting

Job Title: Job Developer, Morris/Sussex Counties **Department:** Project HIRE
Employment/Status: Professional **Employment/Classification:** Non-exempt/Full-time
Job Summary: To develop employment opportunities in the community for individuals with disabilities.
Location: Generally duties are performed in the Middlesex County community.

Responsibilities:

1. Abide by The Arc of NJ's Code of Ethics - Staff.
2. Represent The Arc of NJ and all persons receiving services in a professional and reputable manner.
3. Meet with referred individuals to complete and document assessments of referred individuals as part of the overall intake process.
4. Identify and contact employers within the target area to assess interest in training and employing individuals with intellectual and developmental disabilities.
5. Assist when needed in follow-along and intensive support services to the individual and employer.
6. Place individuals into competitive employment that reflects the individuals' skills and interests, in a timely manner within agency standards
7. Provide direct services to consumers for minimum of 80% of actual work hours.
8. Provide the Coordinator of Field Services with timely and accurate reports and billing information as required by the Agency and by funding sources.
9. Refer Information and Referral questions to the Coordinator of Field Services for follow up.
10. Attend Transition Fairs, Chamber of Commerce events, job fairs and other marketing related activities as requested by Coordinator of Field Services.
11. Maintain certification in CPR and First Aid.
12. Maintain valid driver's license, vehicle insurance and insurability as determined by The Arc of NJ's automobile insurance carrier.
13. Successfully complete all mandatory trainings as required by funding source and/or The Arc of NJ.
14. Perform any additional assignments or duties as requested by the Coordinator of Field Services or Director, Project HIRE.

Immediate Supervisor: Coordinator of Field Services

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

Salary Range: As per agency Guide.

Disclaimer Clause: This job description and specifications are not intended and should not be construed to be an exhaustive list of all job responsibilities, skills or working conditions associated with this job. They are intended to be an accurate reflection of the principle requirements of the position within this Agency's operation. The Arc of New Jersey is an Affirmative Action/Equal Opportunity Employer.

EMAIL: Letter of interest and resume on or before 07/23/19 to: akubler@projecthire.biz