

JOB DEVELOPMENT ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for assisting in the development of a job bank for placement of clients by obtaining job orders, maintaining a roster of job orders for use in the placement of clients, establishing contacts either directly with private and public employers or through employment agencies, and monitoring available vacancies. An incumbent in this position functions within prescribed procedures, and exercises independent judgement in carrying out assigned duties. Supervision is not a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists professional staff in the delivery of services through the evaluation, processing and mailing of applications, verifying eligibility, interpretation of program services, and distribution of informational materials;

Recruits and interviews eligible workers to assess their interests/skills for employment;

Refers clients to appropriate jobs or training courses;

Receives telephone calls for job orders and records company name, job title, location, pay, training and experience required, hours, necessary transportation, etc. and other information required to fill the job with a suitable candidate;

Maintains a detailed automated information file of available positions for use in the recruitment and placement of clients;

Meets with department heads and supervisors to discuss vacancies;

Follows-up on job orders to determine if position has been filled and to update file of available positions;

Conducts follow-up interviews to determine suitability of placements and the extent of vocational adjustments;

Screens newspaper classified advertisements for available positions and calls companies to get job order information;

Prepares profile descriptions for all clients requesting job placement services;

Answers questions pertaining to job placement procedures;

Contacts employers with specialty requirements in particular fields, when so requested by a counselor;

Contacts new or potential employers in Westchester to ascertain employment needs for particular titles;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Gathers community data to assess program effectiveness and determine if revisions are needed;

Maintains files and statistical information regarding unit activities;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May access protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Knowledge of employment practices; knowledge of EEO, ADA and other civil rights statutes regarding employment practices; familiarity with employers and the job market available in Westchester and surrounding counties; ability to deal with others effectively; ability to maintain records and files; ability to work effectively over the telephone; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; clerical skills; good judgement; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High School or equivalency diploma and four years of experience where the primary function of the position was office experience, one year of which involved personnel interviewing, employment counseling, recruitment, placement, job development, or human resources planning or training.

SUBSTITUTION: Satisfactory completion of 30 credits* may be substituted on a year for year basis for each year the above stated experience.

NOTE: Verifiable volunteer experience in one of the above stated areas may be substituted for the equivalent amount of paid experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.