JOB DEVELOPMENT SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Youth Coordinator, the incumbent is responsible for the job development component for the Department of Youth and Family Services. The incumbent will be central to the networking, integration and coordination of all youth employment services. This position involves professional administrative duties of considerable complexity. Supervision over others is not typical of this class.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Develops an employability plan for all clients based upon diagnostic tests, vocational instruments and interviews;
- Works with clients to develop employability skills including preparing resumes, completing applications and practicing interview techniques;
- Recruits area employers from public and private sectors;
- Maintains regular contact with employment agencies;
- Counsels clients on short-term and long-term career goals;
- Places clients in appropriate employment setting;
- Provides follow-up services for graduates;
- Attends all scheduled staff meetings;
- Attends job fairs to connect with potential employers;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Good knowledge of both the human services profession and the developmental needs of youth;
- Working knowledge of personal computers and office equipment;
- Skills in collecting, organizing, analyzing and interpreting data and information;
- Ability to establish and maintain a working relationship with co-workers, clients, agencies and the community at large;
- Ability to express oneself effectively both orally and in writing;
- Ability to understand oral and written directions;
- Ability to maintain orderly case files and to prepare summary reports;
- Physical condition commensurate with the demands of the position.

SEE REVERSE SIDE
MINIMUM QUALIFICATIONS:

a) Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor’s Degree in Education, Human Services, Social Work or related field and two (2) years of paid fulltime experience as a job development specialist, job placement specialist or a related field; OR

b) Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate’s Degree in Human Services, Humanities & Social Sciences or related field and four (4) years of paid experience as a job development specialist, job placement specialist or a related field; OR

c) Any equivalent combination of training and experience as defined by the limits of (a) and (b) above.

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