



JOB DESCRIPTION

JOB DEVELOPER (CONTRACTED) Grant Position

SUPERVISION RECEIVED:

The Jobs Plus Job Developer shall report to the Executive Director.

POSITION CLASSIFICATION:

Non-Exempt – Contracted – No Supervisory duties

ADMINISTRATION

Job Developer will be responsible for coordinating, developing, and implementing on-site career/employment assessments and job placement services for members of the Jobs Plus Program at the Gainesville Housing Authority.

PAYMENT

On a monthly basis (First Business day), the Contractor will prepare and submit an activity report with an invoice. The contract will not exceed \$20,000 per year. The total cost of this contract will not exceed \$80,000 for the four (4) year duration of the Jobs Plus Grant.

The Job Developer will:

- Have office space at 1041 NE 25th Terrace
- Develop public / private hiring partnerships for program participants
- Participate in Jobs Plus team meetings
- Assist Jobs Plus participants with obtaining work opportunities
- Conduct individual meetings with Jobs Plus participants to provide employment referrals
- Coordinate on-site job fairs and other employer engagement activities
- Document interview follow-up with participants to include placement results, barriers to employment, and monthly employment retention statistics

Information and Reports

The Contractor will provide monthly reports with the invoice to include the following:

- Number of Jobs Plus members provided with job referrals by Job Developer
- Number of jobs created / compiled for referrals
- Number of business contacts
- Number of interviews obtained as a result of referrals
- Number of reported job placements
- Number of employment services completed
- Number of residents employed for Three (3) months, Six (6) months, and Twelve (12) months