VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: JOB DEVELOPER - MENTAL HEALTH

BASIC FUNCTION:

Under the direction of an assigned supervisor, develop employment opportunities for students with mental illnesses, refer qualified applicants to prospective employers, work with employers and other placement resources to develop employment opportunities, by providing interviewing, advisory and informational services.

REPRESENTATIVE DUTIES:

Maintain effective relationships with employers and community agencies to promote placement services through personal interviews, telephone and correspondence; attend job fairs, workshops and conferences as appropriate. E

Negotiate and suggest appropriate job accommodations; travel to and perform community work site analysis visits as needed. E

Contact employers to solicit orders for job vacancies, determining their requirements and recording relevant data such as job descriptions. E

Instruct job applicants in presenting a positive image by providing help with resume writing, personal appearance, and interview techniques; conduct workshops and demonstrate the use of job listings to assist applicants with skill building. E

Inform applicants of job openings and details such as duties and responsibilities, compensation, benefits, schedules, working conditions, and promotion opportunities. E

Interview students to match their qualifications with employers' needs, recording and evaluating applicant experience, education, training, and skills. E

Review employment applications and job orders to match applicants with job requirements, using manual or computerized file searches; select qualified applicants or refer them to employers, according to policy; maintain records of applicants not selected for employment. E

Refer applicants to services such as vocational counseling, literacy or language instruction, transportation assistance, vocational training and child care; drive students to interviews on an as needed basis; follow up with students and employers to ensure job satisfaction. E

Maintain communication with department head, counselors, and instructors concerning current job openings; interact with and act as liaison with Campus Career Center. E

Maintain a variety of statistical and narrative records and reports; perform internet research as assigned. E

Established June 2005
JOB DEVELOPER - MENTAL HEALTH (continued)

Perform a variety of clerical duties related to vocational services; type and/or compose routine correspondence letters, forms and memos as needed; operate a variety of equipment including computer, copier, calculator and computer terminal. 

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Job search techniques  
Dictionary of Occupational Titles (Dot)  
Internet search techniques  
Career information materials  
Interviewing techniques  
Telephone techniques  
Counseling techniques  
Types of mental illness and possible job accommodations  
ONET online  
Americans with Disabilities Act  
Section 504 of the Rehabilitation Act (1973)  
Record-keeping techniques  
Oral and written communications skills  
Telephone techniques and etiquette  
Interpersonal skills using tact, patience and courtesy  
Technical aspects of field of specialty  
District organization, operations, policies and objectives

ABILITY TO:

Understand and follow oral and written directions  
Communicate effectively both orally and in writing  
Read, interpret, apply and explain rules, regulations, policies and procedures  
Maintain records and prepare statistical and narrative reports  
Interview students and evaluate employment needs and qualifications  
Perform a variety of promotional activities  
Perform clerical duties such as filing, duplications, word processing and maintaining simple records  
Complete work with many interruptions  
Establish and maintain cooperative and effective working relationships with others  
Meet schedules and time lines  
Provide information and assistance concerning job placement
EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college-level course work in business, social services or related field and two years paid work experience in a related field working with individuals with mental illnesses

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Driving to a variety of locations to conduct work
Private and public sector agencies and community work sites

PHYSICAL ABILITIES:

Standing for extended periods of time
Walking for extended periods of time
Sitting for extended periods of time
Hearing and speaking to communicate with employers, agencies, and others
Seeing to review and inspect documents, proofread correspondence for accuracy and quality
Dexterity of hands and fingers to operate office equipment