



POSITION AVAILABLE

Date Posted: September 20, 2022

Closing Date: Until filled

Position Title:	Employment Developer	Reports To:	Community Employment Manager
Division:	Community Connections	Civil Service Status:	Classified
Starting Rate:	\$20.42 - \$23.48 (\$42, 473.60 - \$48,838.40 annually)	FLSA Status:	Non-Exempt

QUALIFICATIONS: An example of acceptable qualifications:

Bachelor’s degree in related field.

LICENSURE OR CERTIFICATION REQUIREMENTS:

ODODD Adult Services Worker (may be acquired after employment according to ODODD guidelines).
CESP (Certified Employment Support Professional, may be obtained after employment), OOD/DODD Dual Supported Employment Course.

EMPLOYMENT REQUIREMENTS:

Must pass a medical fitness for duty examination including chemical dependency test; must pass criminal background check; valid driver's license with less than six (6) points on BMV report; must possess and provide proof of current auto insurance coverage pursuant to agency policy; must complete all Public School Works employee training as per Employee Safety Training Guide (may be acquired after employment).

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

Assist referred individuals with developing career paths by working to identify their strengths and barriers related to employment and by working with the individual's support team to collectively identify employment needs. Works closely Opportunities for Ohioans with Disabilities, as well as various local agencies, to provide employment services for referred individuals. Attends meetings to inform the team and the individual of potential employment options and to address concerns related to obtaining employment in the community. Develops an employment profile, employment goals, develops resume, assists with the completion of applications. Assists with interview preparation, attends interviews as needed, assists with new hire paperwork. Facilitates the transition from job coaching to Individual Employment Supports based on the individuals progress. Maintains detailed case records and compiles monthly comprehensive reports of progress.

Acts as a liaison between the agency and community employers to establish job opportunities. Actively participates in business advisory groups, and career planning events. Maintains knowledge of tax incentive programs and social security employment related work expenses. Leads meeting and presentations to educate community employers of various incentive programs. Develops job placement plans, monthly job placement reports, and job coaching plans. Performs work site analysis as needed.

Provides information regarding community employment program and available services to parent groups, community leaders, and other interested agencies; generates and implements ideas for programming to assist individuals in meeting their employment goals.

Assists with implementation and establishment of programs of supported employment in accordance with CARF, State Accreditation, OOD, DODD, and other agencies. Completes all required training for these programs and maintains any necessary certifications.

Performs other related duties as required or assigned.

APPLICATION PROCEDURE:

Submit an application for employment to:

[Click Here](#)

Warren County Board of Developmental Disabilities
42 Kings Way
Lebanon, Ohio 45036

www.warrencountydd.org

E-Mail: employment@warrencountydd.org

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