

## What is a Job Developer?

### **Job Development/Employer Support:**

- Initiates and maintains ongoing personal contacts with a variety of business and industry representatives and job placement/training agencies to promote programs for participant placement;
- Makes cold calls to potential employers and explains the benefits and employment support services provided by programs to employers, including addressing employer's special needs;
- Researches Internet, newspapers, agencies, and other resources for job leads;
- Collects data from employers related to job orders including job requirements and skills;
- Matches job skills with applicant qualifications;
- Refers qualified applicants to employers and conducts necessary follow-up when applicants are placed in positions.

### **Program Support:**

- Assists participants in assessing their job skills for positions;
- Instructs in job seeking, application procedures, resume writing, interview preparation and job retention skills and attitudes;
- Arranges for interviews;
- Monitors participant performance on the job and counsels participants when job performance is not satisfactory;
- Works with participants to improve job performance and gain necessary job skills or reviews other employment options;
- Maintains contact with employers during the participants' employment and reports results to appropriate staff;
- Tracks participant activity and progress data.