

# PathStone Corporation

## Job Description



<b>Title:</b> Placement & Career Services Developer	<b>Job Code:</b> N4PCSD (Non-Exempt)
<b>Supervised by:</b>	<b>Base Hourly Salary:</b> \$14.27 <b>Annually:</b> \$29,672.21
<b>Supervises:</b> N/A	<b>Location:</b>

### Summary Purpose for the Position:

To create and build strong relationships with area employers/organizations, through marketing PathStone Training and employment Program that will provide ongoing opportunities of employment for farm workers and other targeted groups. To assist, support, encourage and motivate customers through the training and employment process. This position operates within the framework of a team concept to accomplish the goals of delivering excellent customer service including career discovery and development, job placement and retention, emergency, support, and referral services. Demonstrated technical and interpersonal skills and /or marketing skills with specific emphasis on the issues of hard to serve populations

### Requirements (Education, Experience, Certification, Knowledge, Skill):

High School Diploma, up to 3 years of training and proficiency in job placement/development, development of training (skills and academic) and outreach/recruitment or 1 year demonstrated marketing experience. Position also requires demonstrated experience providing services to target population through linkages with other community resources and/or agencies. Bi-lingual (English/Spanish)

### Position Responsibilities:

Maintains and monitors complete and accurate records and files on all participants.  
 Compiles, interprets, analyzes and submits field office data in a timely manner.  
 Updating of IFDP, contracts, monitoring reports, termination paperwork.  
 Initiates and organized labor market studies for quality job development.  
 Furnish updates on employment and training participants in case management records and meetings  
 Analyze and interpret assessment results, participant assessment results, and employment barriers to formulate employment and training plan of action.  
 Disseminates program information to employers and service agenda as well as serve on committees and boards to represent target populations and PathStone  
 Attend all required PathStone trainings for program and individual development  
 Conducts outreach and recruitment to identify eligible participants  
 Conducts job development to secure and create training and placement opportunities for participants  
 Participants fully in case management meetings.  
 Development and maintenance of written individual client transition plans in IFDP  
 Develop relationship with clients to ensure buyin  
 Collaboration with agency representatives, community groups, and area employers to determine appropriate employment trends  
 Make recommendations to supervisor concerning field office actions/changes including services deemed appropriate for participant's goal accomplishment.  
 Exhibit full understanding of T&E programs operated including measures, goals and other specific program requirements.

### Working Conditions/Environment:

Include flexible work hours, including evenings and weekends, extensive travel,

Transportation Requirement: Position requires automobile, driver's license and insurance: Yes ☒ No

Last Updated: Replaces:

Approved:

Employee Signature:

Date: