

Position Title: Job Developer

Position Summary: The Job Developer is responsible for all matters involving the acquisition of center-based work procurement and community-based work contracts; the Job Developer is directly responsible to ProWorks' Director.

Beginning Wage: \$9.60 per hour

Responsibilities and Essential Functions:

- 1) Makes "cold calls," to area businesses, to discuss possible work contracts, and acquires the information necessary to prepare an accurate bid on the work contract(s).
- 2) Utilizing the information gathered, and any materials provided, conducts an accurate "time study" of the task(s), and then, utilizing "fair business" standards, prepares and presents a bid.
- 3) Accurately determines and documents commensurate prevailing community wage rates for all center-based work contracts and community-based job sites as prescribed by Federal and State Department of Labor (DOL) Standards, and modifies piece rates as necessary.
- 4) Acceptable bids must cover day training & habilitation (DT&H) wages, job supplies and other related job expenses (excluding the purchase of equipment and worker supervision usually provided by the DT&H program per diem); worker supervision beyond the level "usually" provided under the DT&H program per diem is considered to be a job expense, and therefore, should be covered by the job bid; a profit must be shown for all center-based work contracts.
- 5) Develops written job contracts with individuals or businesses; the ProWorks Director must authorize and/or sign all written and verbal agreements/contracts.
- 6) Develops and implements "quality control" practices and procedures to ensure that all work contracts are completed in accordance with the customer's requirements and delivered within the agreed upon time frames. Maintains "safe, clean and orderly" storage of all work contracts
- 7) Picks up and delivers work materials. Acquires knowledge and ability to "safely" operate pallet jack and forklift; loads and unloads transport vehicles with forklift; moves work materials or equipment within or between the ProWorks primary site, garage and warehouse; this could involve lifting and carrying boxes or bundles (approximately 50 lbs) over a distance of several feet; the movement of pallets with the pallet jack or forklift involves moving up and down inclined surfaces under all weather conditions. Prepares pallets of work for shipment; completes and maintains records of Bills of Lading and Packaging Slips. Prepares monthly invoices for services, and works with ProWorks Business Manager to maintain accurate accounts receivable ledger.

8) “Understands” the capabilities of each worker. Conducts semi-annual “Performance Measurement” reviews of all community-based workers to determine their “percent of productivity.” Prepares quarterly summary of worker’s outcome(s).

9) Prepares monthly profit/loss statements on center-based work contracts and community-based job sites, and renegotiates job bids as necessary.

10) Presents a “professional” and “positive” image of ProWorks and persons with developmental disabilities to the “community.” Maintains a “good” relationship with area businesses; speaks to “community” groups, and gives tours of the ProWorks program as requested.

11) Works “effectively and cooperatively” with co-workers and supervisors; attends staff meetings, inservices or reviews as necessary; assists in the development of Individual Program Plans (IPP); assists in the collection and report of baseline and/or operant level data on target behaviors, and participates in the evaluation of an individual or program as requested; provides a “positive” role model to co-workers and persons receiving DT&H services.

12) Plans and supervises all facets of ProWork’s center-based work program; responsibilities include: 1) evaluates, trains and supervises workers; 2) develops daily and/or weekly work schedules; 3) adapts work environments in order to accomodate and balance the requirements of each work contract with the needs and abilities of workers; 4) ensures that work contracts are completed in a timely manner - maximizing quality control and minimizing health and safety risks to ProWorks personnel and workers.

13) Assists with the completion of work projects.

14) Completes and maintains all records relating to center-based work programs as required by the MnDHS, OSHA, Federal and State DOL Wage and Hour Standards; this responsibility includes the completion and maintenance of the Federal DOL Sub-minimum Wage Certificate.

15) Develops and monitors community-based job sites as necessary. Supervises and trains job coaches and community-based workers; substitutes for Job Coaches when necessary. Sets up charting; modifies and files charting in a timely manner. Prepares monthly work schedules for community-based workers and job coaches, and arranges or provides transportation to and from job sites.

16) Maintains a “working” knowledge of and adherence to all written and unwritten ProWorks policies and procedures, Federal and State DOL Wage Standards, MN Vulnerable Adult Statutes and Rule (MnDHS Rule 10), ProWorks Facility Abuse/Neglect Prevention Plan, MnDHS Rule 38 (DT&H Licensing), MnDHS Rule 40 (Aversive/Deprivation), MN Department of Human Rights, OSHA, FDA and all other applicable Federal, State County and City laws, standards, ordinances, practices or rules.

17) ProWorks, by its very purpose, provides training and assistance to persons with developmental disabilities; it is imperative that the Job Developer is able to meet all known or yet to be discovered needs of individuals’ receiving services, and with this purpose in mind, it is furthermore required that the Job Developer possess an exceptional ability to relate to people, counsel and problem solve for individuals requiring such assistance; a Job Developer must be physically and emotionally capable of placing a manual restraint on a person whose behavior presents an endangerment to themselves or others. *Note: this requirement is actually a qualification that cannot be readily observed or quantified, and yet this requirement also represents an “essential function” of the Job Developer’s position

Qualifications:

- 1) High School Diploma
- 2) Must speak, read and write “fluent” English
- 3) American Red Cross Standard First Aid Certification
- 4) American Heart Association Basic Rescuer Certification
- 5) MN Class C Driver’s License and an “acceptable” Motor Vehicle Record (MVR)