

**JOB TITLE:** KARELink Job Developer

Champions is a nonprofit organization that has served Kings County and the surrounding areas since 2000. Initially specializing in substance abuse treatment and recovery, Champions has grown to become one of the main providers for social and community based programs within Kings County.

**POSITION DESCRIPTION:**

Under the direct supervision of the KARELink Clinician, the KARELink Job Developer is responsible for assigned case management allowing for successful placements in the community. This position also provides on the job training and support to clients in order to ensure long term success in community employment. This position will also provide case management supervision, in collaboration with the KARELink Clinician, to the case management team and help them to develop and maintain care plans and provide ad hoc supervision in their daily roles.

**RESPONSIBILITIES:**

- Understand and submit all paperwork as required by deadline including transportation paperwork, time sheets, attendance, daily notes, objective sheets, incident/accident reports, time studies and case management documentation.
- Work collaboratively within KARELink system of care.
- Assist individuals served with coordination of transportation to and from potential job site interview, training, etc.
- Ensure individual's rights are met and are of foremost importance.
- Ensure compliance with company programs, practices, and policies specific to program and client management.
- Provide individuals with continuous instructions for work specific to vocational growth and training objectives that guarantee and correspond with abilities and development.
- Execute and monitor contract requirements to ensure quality of workmanship and customer expectations are being satisfied once individual is successfully placed.
- Maintain a courteous, positive, enthusiastic, well-mannered and professional demeanor while working with individuals served and the community.
- Provide direct service coverage when needed.
- Ensure employers are contacted on a monthly basis to discuss client and staff needs and performances.
- Assess and clarify the personnel potential needs of employers and training required for those jobs.
- Participate in local events such as job fairs and marketing fairs.
- Supervise case management staff in collaboration with the KARELink supervisor; especially where the job developer and case manager share cases.
- Ensure case management staff are regularly monitoring client activity related to their care plans and making revisions to care plans in collaboration with KARELink staff where appropriate.
- Attend program-related community events and committees as assigned.

**QUALIFICATIONS:**

- A.A. degree or equivalent experience and Prior experience working with persons with disabilities, paid or volunteer, is a plus.

- Must have the ability to work with minimal supervision and self-prioritize work; attention to detail, and ability to understand an overall concept.
- Ability to manage several tasks and projects simultaneously, and to complete complex calculations.
- Excellent customer service skills with attention to detail and follow through.
- Demonstrated ability to work independently under general supervision as well as part of a team.
- Strong organizational and multitasking skills sufficient to independently establish and handle constantly changing priorities; proven ability to complete multiple assignments in a timely manner.
- Good analytical, record-keeping, and problem-solving skills to evaluate and identify issues and provide sound, creative solutions or alternatives.
- Effective interpersonal skills; demonstrated ability to interact well with tact and diplomacy in a diverse atmosphere.
- Advanced verbal and written communication skills with strong editing, grammar and proofreading skills.
- Proven ability to handle highly sensitive and confidential information.
- Flexibility in days and hours available for scheduled work, including evenings and weekends.

**BENEFITS:**

The comprehensive benefits package includes: Medical, Dental, and Vision, Life and AD&D Insurance, Employee Assistance Program, and 401(k) retirement plans.