



JOB ANNOUNCEMENT

Job Title:	Job Developer
Job Number:	19 - 112
Location:	UPD
Department:	70 – Education & Employment
Reports to:	Education and Employment Assistant Supervisor
Supervises:	None
FLSA Status:	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt

COMPANY OVERVIEW

Founded in 1988, Urban Peak is the only non-profit organization in Denver that provides a full convergence of services for youth ages 15 through 24 experiencing homelessness or at imminent risk of becoming homeless. Our goal is to meet youth where they are and to provide them with the assistance and support they need to become self-sufficient or obtain the necessary services they need to exit a life on the streets. Urban Peak provides numerous programs and services that are founded on the principles of trauma-informed care and Positive Youth Development to assist youth in reaching their potential and living a successful life off of the streets. Services include street outreach, a 40-bed shelter for youth ages 15 through 20, a daytime drop-in center, supportive housing, education and employment services, case management, life skills courses, behavioral health evaluations, meals and more.

The youth served at the shelter come from a variety of backgrounds, and we strive to be a safe community for all youth, regardless of race, ethnicity, national origin, religion, class, educational background, sexual orientation, gender identity, or ability status.

JOB SUMMARY

Under the supervision of the Assistant Supervisor of Education & Employment, the **Job Developer** will work collaboratively in all areas of Education & Employment (E&E) programming. With management of relationships with local businesses to create employment opportunities, this position works with the E&E team to develop individual youth employment/vocational plans, create and outline career paths/trajectories, collaborate with other agencies to meet the career goals of Urban Peak clients, and facilitate employment skills training activities. This position will work with current employers to improve systems already in place and recruit new employer partners willing to interview, train, and hire Urban Peak youth. This individual will provide services that are trauma informed, appropriate, and effective. This includes: intensive support for youth to ensure their success in the workplace and employer contact as necessary to troubleshoot and improve employment retention; assisting with the facilitation of Employment Skills Training (EST) classes and other E&E activities as needed; scheduling local business professionals to contribute as guests in our EST classes and other activities. Direct service duties include being responsible for providing supervision of the youth both on-site and at off-site activities, group facilitation, youth assessments, crisis phone counseling, client data collection, documentation, file maintenance, reporting maintenance issues and ensuring that the program is facilitated in a manner that meets Urban Peak's mission. Must work shelter floor shifts as assigned.

QUALIFICATIONS

- Bachelor's degree in human services, business, communication, education, or a related field

- A minimum of three years' experience with at risk or homeless youth in an employment or education capacity and experience establishing and maintaining professional, cooperative relations with local businesses and agencies through marketing or sales
- Experience in providing trauma informed care or willingness to adapt this approach is required
- Excellent written, verbal, interpersonal, and communication skills; including public speaking
- Working knowledge of Microsoft Office
- Must be insurable as a driver on Urban Peak's auto liability policy to transport youth using an Urban Peak vehicle and an approved personal vehicle
- Must pass both federal and state background checks
- Must pass pre-employment drug screening
- Must pass pre-employment TB screening

JOB DUTIES

The job duties of this position are performed personally, in cooperation with your supervisor, and/or in coordination with other staff. Additional work functions and duties may be assigned.

Job Development

- Connect with businesses, service agencies, and other community organizations to form partnerships and collaborations in order to obtain career opportunities for youth and attend networking meetings as needed
- Take an active role as liaison between employers and youth and assist employers and youth during the onboarding period. This may include training employers on working with employees who have barriers
- Actively represent Urban Peak in the community through public speaking engagements, committee memberships, and other activities
- Develop and run employment events, such as employer meet and greets, employer breakfasts, employment fairs, job shadows, etc.
- Advocate for youth and maintain a general awareness of homeless youth issues and employment trends
- Distribute a job development newsletters updating employers, clients, and staff with current events
- Collaborate with team members to identify job placements that fit youth's career goals

Job Retention

- Create and run job retention certificate training
- Visit youth in their place of employment and housing programs/shelter to offer ongoing supportive services
- Create avenues for feedback from youth and employers during and after referrals and provide check ins and conflict management with employers and youth as needed
- Provide consistent check-ins with each youth participant to review progress towards action plan objectives, revise plans, and provide support and accountability
- Provide personal interest and attention to each youth, remaining sensitive to the objective of supporting each youth in social, emotional, and intellectual development
- Provide guidance to youth based on the principles of trauma informed care and positive youth development
- Conducts and/or participates in teamings with persons involved with youth
- Acts as a positive role model to further Urban Peak's goals
- Attends all required training, staff meetings, and client reviews, being prepared to address client issues
- Collaborates with other agencies for service delivery needs, staying current on resources and developments in this area of specialization

Classroom Support and Trainings

- Assist youth in developing job search skills, filling out applications, and resume writing
- Run employment programming (EST, Open Employment Assistance, Volunteer Experiences) along with team members to help build relationships with youth, staff, and volunteers in the classroom space; run other E&E activities as needed
- Help run certificate trainings offered by E&E, such as ServSafe Food Handler and Customer Service and Sales Training
- Keep list of available trainings/apprenticeships for youth

Documentation

- Track employer contact information, maintain employer files, and ensure all program contracts remain up to date.
- Keep running list of jobs hiring within partnerships and externally to share with youth and keep track of referrals/placements
- Accurately document all services including assessments, case notes, service plans and specific services received by clients in HMIS in a timely manner. Collect and maintain accurate data on an ongoing basis
- Maintain clear and effective communication with other staff regarding clients and work to ensure client confidentiality

Continuing Education

- Attend Urban Peak, Youth Service Provider, and Office of Economic Development's staff trainings, in-services, conferences, and development meetings as assigned by supervisor
- Remain current on youth service issues, particularly as they relate to employment and education; use this knowledge to effectively advocate for youth

WORK SCHEDULE

This is a full time position. The typical work schedule is Monday – Friday; 9:00 a.m. to 5:00 p.m. This position may be adjusted to cover shelter morning shift and attend Urban Peak events.

COMPENSATION & BENEFITS

The starting salary for this position is 17.49 per hour. Our benefits package includes life, disability, medical & dental insurance, 403(b) plan, paid time off, sick time bereavement time, jury duty, holidays and a RTD Eco Pass.

TO APPLY

Please submit cover letter, resume, and the names and telephone numbers of three (3) professional and/or academic references to:

Urban Peak
ATTN: Human Resources
730 21st Street
Denver, CO 80205
Fax: (303) 295-6116
E-mail: jobs@urbanpeak.org

All attachments should be in Microsoft Word (.doc) or portal document format (.pdf). In the subject field of the email include the job number, job title, and your first and last name. (Example: 012345 – HR Specialist – Doe, Jane).

This position will be filled as soon as a qualified candidate is identified. Due to limited staffing resources we are unable to respond to phone inquiries, including calls to check on the status of a submitted application. Applicants will only be contacted if selected for an interview. This job announcement is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position.

Urban Peak is an equal opportunity employer and seeks a diverse pool of applicants.