

**Title:** Regional Job Development Manager – Mercer County - Displaced Homemaker Program

**Purpose:**

To provide and coordinate comprehensive holistic services to clients seeking career development support through the Displaced Homemaker Program

**Duties:**

- 1) Responsible for assessing client and employer needs in order to provide ongoing linkages to facilitate job placement for the Displaced Homemaker Program client population
- 2) Responsible for recruiting and maintaining employer participants
- 3) Responsible for employment related advocacy, support, and referral services as appropriate, in order to facilitate client employment goals and achievement
- 4) Responsible for recruiting and orientating staff
- 5) Responsible for ongoing monitoring of client and employer satisfaction with Displaced Homemaker Program services and placements
- 6) Responsible to assist in the facilitation of classroom curriculum, workshops, and support group activities for Displaced Homemaker Program clients as needed
- 7) Responsible for creating a supportive and empowering atmosphere within which staff and client growth is validated and encouraged
- 8) Responsible for proper record keeping
- 9) Responsible for statistical data collection and training evaluations
- 10) Assist program colleague(s) with coordination and maintenance of the professional career closet
- 11) Responsible to represent AVANZAR at both a local and state level
- 12) Responsible for other duties as assigned by the Program Director and/or Chief Executive Officer

**Accountability:**

The Displaced Homemaker Program Regional Job Development Manager is responsible to the Program Director, and the client population for the timely, professional and effective performance of all job duties

**Qualifications:**

- 1) Minimum of two (2) years of experience in working with the identified client population or experience with a similar population in a setting that is transferable, or a Bachelor's Degree

- 2) Minimum of two years of experience in direct client service delivery and in working with people from diverse racial, ethnic, and socioeconomic backgrounds
- 3) Experience with developing assessments and case plans
- 4) Demonstrated sensitivity to issues of social justice
- 5) Demonstrated ability to work in diverse teams
- 6) Ability to expand communication style to multiple cultural environments
- 7) Ability to speak a second language valued
- 8) Ability to network with other professionals within and outside the Agency, and with the business community on behalf of the client population
- 9) Willingness to utilize, share and/or develop technology skills
- 10) Valid New Jersey driver's license and insurability through AVANZAR's insurance carrier