



## LifeWorks! Job Developer Job Description

**Job Title:** Job Developer

**Reports To:** Program Director, LifeWorks! (dotted line to Executive Director)

**Position Status:** Full Time-Non-Exempt-40 hours work week

**Program Description:** The Center for Community Transitions (CCT) is a Charlotte, NC based nonprofit that helps people with criminal records and their families find healthier and more productive ways of living.

**Position Description:** The Job Developer will cultivate and coordinate employment opportunities for persons with criminal records.

**Confidentiality:** CCT employees have an obligation to respect the privacy of CCT clients and to keep information obtained in confidence. Each employee will sign a code of ethics statement.

### Duties and Responsibilities:

- Meet with employers to explain incentives. Interview techniques to reach a comfort level with persons with a criminal record
- Develop a list of prospective employees appropriate for clients in both group and individual placements.
- Participate in weekly employment networking group to share job leads
- Maintain database second chance employers.
- Provide follow up and retention services to clients employed by employers cultivated through this effort
- Follow up with employers who interview candidates to answer questions and find out the outcome of the interview
- Design a plan with the team for job coaching and retention
- Work with a team to meet any special needs employee might have (alarm clock, clothes, etc.)
- Send thank you notes and follow up information to employers
- Have an understanding of workforce development programs, policies, initiatives, and incentives
- Track program outputs and outcomes
- Strong personal networking and relationship building skills
- Well-organized, motivated individual, with excellent communication (oral and written) skills
- Strong computer skills (Word, Excel, Access & Internet)





- Willingness to work as a part of a team in an entrepreneurial and diverse office
- Maintains confidential client records.
- Demonstrates cultural competency and commitment to CCT residents and clients
- Demonstrates commitment to CCT's vision and mission
- CCT reserves the right to add or change duties at any time.

**Knowledge/Experience:**

- Minimum of Associate's Degree
- NC Driver's License
- Two or more years of relevant experience (ie. reentry, incarcerated individuals, transitional services, child and family, marital)

**Desired Skills:**

- Excellent verbal and written communication
- Ability to work effectively with people in a culturally competent and sensitive manner
- Flexible and attention to detail
- Ability to recognize your own limitations and respond to difficult situations;
- Ability to work in a self-motivated, independent way;
- Ability to collaborate with colleagues from other disciplines
- Friendly and personable, can easily build relationships
- Computer skills for data management and correspondence
- Good telephone skills
- Understanding of human resources

Interested candidates should email the cover letter, resume and salary requirements to Sopona Eason at [season@centerforcommunitytransitions.org](mailto:season@centerforcommunitytransitions.org).

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P.O. Box 33533 \* Charlotte, NC 28233 \* 704-494-0001 \* Fax 704-494-8675 \* [www.centerforcommunitytransitions.org](http://www.centerforcommunitytransitions.org)

