



Imperial Valley Regional Occupational Program

687 State Street • El Centro, California 92243

(760) 482-2600 • Fax (760) 482-2750

website: www.ivrop.org

Mary N. Camacho
Superintendent

ANNOUNCEMENT OF POSITION VACANCY

September 30, 2011

TO: Candidates and Placement Agencies

VACANCY: **Job Developer/Adult Development Specialist**
1 Full-time position
Project Serve Vets
Industrial Sales Experience Preferred
Veterans Preferred
Position contingent upon funding

LOCATION OF JOB: Imperial County, CA

APPLY AT: Imperial Valley Regional Occupational Program
687 State Street, El Centro, CA 92243
Office (760) 482-2600

DEADLINE FOR FILING: October 13, 2011, 5:00 pm, or until filled

SALARY: \$2,247 - \$2,731 monthly
Depending on qualifications

IMMEDIATE SUPERVISOR: Robert Avila, Project Coordinator

INTERESTED QUALIFIED APPLICANTS SUBMIT: 1) Completed Classified Application Form
2) Resume of Education and Work Experience
3) Cover Letter

NOTE: Only original applications will be accepted. No faxed copies or postmarks will be accepted. Application must be submitted directly to IVROP Administrative Office.

The IVROP shall require that each new employee obtain a medical, pre-employment physical examination and testing for drugs from a licensed medical doctor or provider chosen by the IVROP at the IVROP's cost. The examination results remain confidential.

To comply with the Immigration Reform and Control Act of 1986, all new employees must provide proof of identity and authorization to work in the United States.

EQUAL OPPORTUNITY EMPLOYER
WOMEN & MINORITIES ARE ENCOURAGED TO APPLY

IMPERIAL VALLEY REGIONAL OCCUPATIONAL PROGRAM
ADULT DEVELOPMENT SPECIALIST

PURPOSE

Under the supervision of the Project Coordinator/Director, the Adult Development Specialist will assist in the overall development of each adult through continuous intervention, linkage, and follow up services for short and long term educational, skills training, and employment placement needs outlined in their development plans. The Adult Development Specialist will work with other staff and other agencies to increase adult opportunities to succeed in educational and career goals.

DUTIES AND RESPONSIBILITIES

The Adult Development Specialist will:

Collect, organize and analyze information about individuals through documents, assessments, interviews, professional sources, to appraise their interests, aptitudes, abilities, and personality characteristics, for vocational and educational planning.

- 1) Develop with the participant, the individual development plan that matches individual interest to necessary sequence of academic, technical and/or occupational skill training as prescribed by the program.
- 2) Quarterly review of adult development plans to make necessary adjustments for adults to reach individual and program goals.
- 3) Assist with adult referrals to training services and skills building activities as outlined in the development plan.
- 4) Link adult to appropriate agencies for services identified during the development of the individual plan.
- 5) Conduct and engage adult in appropriate development activities.
- 6) Conduct work preparation and job matching services.
- 7) Assist with placement in long term employment, education, or training programs.
- 8) Monitor training, work performance progress, educational activities and/or challenges of each adult on case load through weekly contact and subsequent adjustment of development plan as deemed necessary.
- 9) Meet with adult, as necessary, to facilitate and encourage participation in development plan activities, completion of activities, and goal attainment.
- 10) Assist participant to understand and overcome social and emotional problems. Assist with appropriate referrals to community resources.

- 11) Provide follow-up activities.
- 12) Enter required MIS data regularly, promptly, and accurately.
- 13) Continually track adult progress and participation in computerized tracking system to monitor adult's progress according to their development plan.
- 14) Maintain case files containing all required documents and information and a complete record of activities and progress along with required back-up documentation.
- 15) Complete and submit accurate reports on a timely basis according to established schedules.
- 16) Meet all required performance standards.
- 17) Participate in staff development opportunities and staff meetings.
- 18) All other duties as assigned.
- 19) Operate standard office equipment including the use of software applications appropriate to assignments. Use English in both written and verbal form, use correct spelling, grammar and punctuation.

MINIMUM QUALIFICATIONS

- Analytical, critical thinking and investigative skills.
- Strong community resource connections.
- Proficient computer skills and use of spreadsheets, preferably Excel.
- Ability to type 45 wpm.
- Ability to adapt to change.
- Ability to work some evenings and weekends.

REQUIRED QUALIFICATIONS

- B.A. or B.S. in Social Science, Sociology, Psychology, Counseling, Education, Business; or A.A. or A.S. degree and two years experience in related field.

LICENSES, CERTIFICATIONS, BONDING AND/OR TESTING REQUIRED

Criminal Justice Fingerprint Clearance, Tuberculosis Screening, Valid Driver's License and Evidence of Insurability.