



## **JOB POSTING**

**TO:** SHA Staff, Residents, and General Public  
**FROM:** Mal Harrison, Executive Administrative Assistant  
**DATE:** August 7, 2024  
**POSITION:** Jobs Plus Job Developer  
**CLASSIFICATION:** Full-Time, Grant Funded Position  
**OPENING DATE:** August 7, 2024  
**CLOSING DATE:** Posted until desired number of applications received.  
**START DATE:** Immediately  
**TO APPLY:** Please apply on our website (<https://selmahousing.com>).

**POSITION SUMMARY:** The Jobs Plus Job Developer is a grant funded position. Under the supervision of the Jobs Plus Program Director, this position is responsible for working with employers and residents to create connections and identify employment opportunities for residents in the Selma Housing Authority's (SHA's) Jobs Plus Pilot Program. It is imperative that this position be filled by an individual with the ability to communicate with and motivate individuals from diverse social statuses, backgrounds, and industries. These tasks are to be performed at a level that supports the Agency's efforts to achieve the highest rating on HUD's evaluation systems. The duties listed below are illustrative of the various types of work that may be performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

Undertakes and performs the following and other work-related duties as assigned:

1. Responds courteously to calls, written requests, and e-mails from participants, service providers, and other authorized agencies and representatives to answer questions, and provide information and assistance as appropriate.
2. Works with Agency staff and public and private community agencies to recruit participants for the Jobs Plus program.

+334.874.6271  
+334.874.5567

[selmahousing.com](https://selmahousing.com)

444 Washington St.

P.O. Box 950

Selma, Alabama 36702





3. Assist with program outreach.
4. Attends advisory board meetings and maintains contact with community agencies for the provision of services and assists program staff in accessing appropriate public or private community agencies to obtain specialized types of assistance for program participants.
5. Develops, strengthens, and maintains close professional contact with business, industry, labor, and government representatives and job placement agencies.
6. Establishes and maintains effective relationships with participating community partners to assist in achieving program outcomes.
7. Collaborates with employers to develop employment opportunities and assists with pre-screening and placement activities.
8. Assists with training regarding employment-related skills and functions.
9. Instructs and coaches clients on job search techniques, resume writing, applications, interviewing, and job retention.
10. Develops research, knowledge and tools that will enable the development and implementation of effective employment and economic self-sufficiency services which may include on-the-job training, internships, or other work experience opportunities.
11. Provides participants with relevant job leads and placement opportunities and informs them of related job duties, responsibilities, compensation, schedules, and work conditions.
12. Organizes, develops, and implements recruitment events, job fairs, and other events.
13. Ensures privacy and maintains security of confidential materials pertaining to activities and participants.
14. Cross trains with staff on job-related software system, guidelines, and tactics.
15. Follows up with case managers and employers as necessary for participants placed in jobs and maintains communication with both groups to encourage strong lasting relationships.
16. Consults with supervisor and other program staff concerning programs and services for participants.





17. Prepares, submits, and files regularly scheduled reports as required on program activities, accomplishments, and employment data in a timely and accurate manner and delivers to the Program Director.
18. Accountable for consistent adherence to strong Agency standards regarding the ethical, responsible, and appropriate use, care, and safeguarding of Agency materials, supplies, resources, and other assets.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of pertinent HUD regulations on the Jobs Plus program and public housing management, and thorough knowledge of Agency policies and procedures.
2. Thorough knowledge of accepted employment strategies and techniques, labor market trends, and local employment environment.
3. Strong ability to motivate and empathize with others.
4. Thorough knowledge of community agencies, facilities, and services which can be utilized to aid program participants.
5. Ability to meet and deal tactfully and courteously with the public.
6. Ability to solve complex problems and implement multi-step procedures to complete tasks and goals.
7. Ability to engage in public speaking in front of small and large groups of various interests and backgrounds.
8. Ability to understand and follow moderately complex written and oral instructions, communicate and relate to persons of diverse backgrounds and abilities.
9. Ability to make routine decisions in accordance with established administrative rules, regulations and policies, to explain the re-examination process to tenants in an objective and impartial manner.





10. Skilled in operating computer equipment, applicable software packages, and general office machines. Familiarity with case management software preferred.
11. Current knowledge of Equal Employment Opportunity, affirmative action, and employment guidelines and laws.
12. Ability to prepare clear, concise reports and make appropriate recommendations within scope of responsibility.
13. Ability to communicate clearly, concisely, verbally and in writing.
14. Ability to establish and maintain effective and courteous working relationships with other employees, residents, and community agencies and other entities that provide services and secure the cooperation of others.
15. Ability to deal effectively with situations requiring tact and diplomacy.
16. Skilled in communicating on the level of the listener, recognizing when information has been misunderstood, and determining how to remedy the misunderstanding as needed to explain policies and procedures and to provide and exchange information to persons with varying levels of education, cultural backgrounds, and ages.

### **EDUCATION AND EXPERIENCE**

1. Bachelor's Degree from an accredited college or university in Workforce Development, Human Resources, Business, Social Work, or other closely related field and at least two (2) years of progressively responsible experience in workforce development, staffing, recruiting, employment counseling, social services, or marketing/sales.
2. Grant experience preferred.
3. Any combination of education, training and experience that would demonstrate possession of requisite knowledge and abilities may be substituted for the college education.
4. Must be bondable.
5. Must possess a valid driving license and be insurable.

