

Metro Community Ministries, Inc.

Job Announcement

Please submit your cover letter and resume to hr@mcmsserves.org

Position: Job Developer (Business Services Representative)

Salary: \$40,000/year

FTE: 1.0 – 40 hours a week/Mon-Fri 8a.m. – 5p.m.

Benefits: Health, Dental, Retirement

Overview

Metro Community Ministries, Inc. (Metro) seeks qualified applicants to represent the agency as Business Services Representatives. Successful applicants will have experience working with individuals from a variety of cultures, ethnicities, abilities, and educational levels. Knowledge of issues directly impacting individuals who are unemployed and with adults with previous justice system engagement is an essential skill set, as is working with community service providers to expand participant access to additional supportive services. Working with justice systems, employers, trainers, and community service providers to support program participants is an asset. Ability to manage participant services, job placement assistance, vocational training, credentialing options, and manage participant files, including effective documentation of services; workshop and group facilitation. Must demonstrate the ability to be self-led and collaborate with other agency staff to offer an effective and efficient wrap-around approach to service delivery. Ability promote the program through community outreach activities, recruiting potential participants, and connecting with community and other service providers is essential to this individual's success.

General Function

The general function of these positions is to support access to community resources, develop individualized service plan including but not limited to job placement and retention, education, workshop facilitation and retention success. This position is responsible for implementing the goals and objectives of the program designed to offer participants, and their families, the opportunity to identify and resolve barriers towards leading productive, contented, self-sufficient lives.

Functional Responsibilities

Facilitate peer-to-peer workshops and sessions, which include job preparation, life skills, leadership development, healthy relationships, service learning; Offer guidance services, employment, and workforce skills; Identify and resolve barriers related to employment and self-sufficiency; Working seamlessly with other support staff; Assist with job training, placement and retention, vocational training enrollment and completion assistance. Facilitate employer relationships to enhance job placement and job retention options. Coordinate efforts with established credentialed training providers. Work with participants to assure readiness for the workforce and work environment. Staff, manage and support the Employer Advisory Network to advise on effective job search and job placement strategies.

Education/Experience

Applicants must have experience working with work individuals of various backgrounds, including justice involved, low income, long term unemployed, and individuals dislocated from employment due to Covid19. BA in social work, social services related field preferred. Flexibility and adaptability are added assets to the position and to the organization. Reliable transportation is required with car insurance.

MCMI is an EOE. Auxiliary aids are available upon request.

Transforming Tomorrow...Today