

**Opportunity Inc. of Hampton Roads (Opplnc)
Opplnc One-Stop Workforce Center**

POSITION DESCRIPTION

CAREER DEVELOPER

General Definition: Performs professional work providing assessment, career counseling, labor market information, job search assistance, job placement, follow-up and related workforce development services to jobseekers and employers. Work is performed under the general supervision of a Coordinator.

Description of Duties: The person in this position is required to:

1. Assess jobseekers' employment and training needs and abilities through interviewing, testing and other methods.
2. Enter data into and otherwise use and process clients through any Commonwealth of Virginia Participant Information System as required, and any other database as directed by the One-Stop System.
3. Guide jobseekers through the preparation of individual employment plans (IEP) based on their specific occupational goals.
4. Counsel clients on available job opportunities, training programs and other services.
5. Complete Individual Training Account (ITA) vouchers and other documents required for clients entering training.
6. Refer clients to appropriate services, training programs or job opportunities and follow-up on those activities.
7. Conduct orientation sessions, workshops, job clubs and other group presentations for clients.
8. Provide case management and post-employment follow-up services.
9. Other duties as assigned.

Qualifications Required: A Bachelors Degree from an accredited college or university in business administration, public administration, human services, counseling or related field; and ,at least one (1) year of work experience in the provision of workforce development related services and delivery of case management services. Possession of strong customer service skills; experience using a computer in a working environment; and, a valid driver's license and dependable personal transportation are also required. Career Developers are expected to participate in the Virginia One-Stop Frontline Staff Training Program and earn their Virginia Completion Certificate within one (1) year of their employment date and maintain that certification, thereafter.