Title: Job Development Placement Specialist  
Division: OCAPICA – Youth Employment Program 
FLSA: Non-Exempt, Full Time  
Supervisor: Program Manager  
Pay Range or Rate: Commensurate with experience  
Revised: March 1, 2018

Summary
Under the supervision of the Program Manager, the Job Developer/Placement Specialist (JDPS) in the Workforce Innovation Opportunity Act Program will build relationships with community organizations and business in order to place participants into Work Experience (WEX) Sites or training activities. The JDPS will assess the preferences, values, and needs of program participants with the needs of the organizations and businesses with which he/she has developed a relationship. The JDPS will effectively establish relationships and partnerships with organizations and businesses, identify and/or create work experience for program participants, and develop workforce opportunities in certain business sectors or industries. The JDPS will provide appropriate referrals for participants in need of employment and vocational training services. The JDPS will help participants by linking them to local community resources and/or to employment opportunities that will develop pathways to a self-sustaining lifestyle.

Essential Functions

Program (100%)
- Establish new employer relationships and maintain pre-existing relationships with employers from diverse sectors to create additional work experience and career opportunities for participants
- Coordinate employment related events and activities, career fairs, career exploration events, etc.
- Effectively match participants with work experience, internships, job shadowing and on-the-job training opportunities
- Perform worksite visits and inspections on a regular basis
- Research periodic reports of employment opportunities and employment trends in the labor market.
- Create job leads and maintain OCAPICA’s job blog on a regular basis.
- Maintain timely and accurate documentation of service contracts in accordance with agency and contractual guidelines for quality assurance.
- Develop and facilitate program workshops.
- Assist in working with applicants and/or participants to provide information regarding the WIOA Program.
- Assist in determining program eligibility using WIOA rules and guidelines and preparing necessary documentation.
- Participate in staff meetings, trainings, case conferences, events and workshops.
- Outreach to local community organizations, local businesses, employment resources, etc. on behalf of the WIOA Program and agency.
- Assist in other functions related to employment services within the program as needed.
- Perform any other functions as needed by management and agency.

Minimum Qualifications - Knowledge, Skills and Abilities Required
- Bachelor’s Degree or equivalent experience
- Employment eligibility and background check required.
- Ability to work in multidisciplinary team of care including peers, employers, and families.
- Familiarity in job/career development, as well as with service providers, employers, and business sectors in the region.
- Must have excellent networking and communication skills.
- Current and valid California Driver's License, proof of auto insurance, and reliable transportation.
- Ability to do some travel for conferences, meetings, and trainings.
- Occasional weekend and evening work hours.
- Regular attendance required.

Non-Essential Qualifications - Knowledge, Skills and Abilities
- Experience and comfort working with at-risk, high-needs youth and families.
- Knowledge and ability to provide case management services for different levels of care as required by the needs of the participant.
- Understanding of child and transitional age youth developmental issues.
- Ability to work independently.
- Bilingual in a language other than English and bicultural desired.
- Demonstrated knowledge and sensitivity to various cultures and underserved youth and their families.
- Must be comfortable working in a team environment.

**Supervisory Responsibilities**
This position does not require supervision of any paid staff. However, this position may entail supervision of volunteers.

**Environmental Conditions (Working Conditions)**
The environment for this position is an office environment (may include shared office space).

**Physical Requirements**
In the course of performing this job, the incumbent typically spends time sitting, standing, walking, typing, filing, listening and speaking, driving, and light lifting.

**Mental Requirements**
The incumbent in this position must be able to accommodate to any/all of the following: tolerance for distractions and interruptions; uncontrollable changes in priorities/work schedules; be able to process information, think, and conceptualize.

**Application Process:**
Application deadline: Open until filled.
Please e-mail or fax a cover letter, resume and 2 professional references (past supervisors including e-mail address and phone number) to: John Gutierrez
Email: careers@ocapica.org
FAX: (714) 228.9796
Please ensure that the email subject has the job title: **Job Development Placement Specialist**

No Phone Calls Please

**Agency Background:**
The Orange County Asian and Pacific Islander Community Alliance (OCAPICA) are dedicated to enhancing the health, and social and economic well-being of Asians and Pacific Islanders in Orange County, California. Established in 1997, OCAPICA works to improve and expand the community’s opportunities through service, education, advocacy, organizing and research. These community-driven activities seek to empower Asians and Pacific Islanders to define and control their lives and the future of their community.

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**Orange County Asian and Pacific Islander Community Alliance, Inc. (OCAPICA) is an Equal Opportunity/Affirmative Action Employer**