

Job Description

Position: Job Developer

Hiring Organization: Oromo Community Organization (OCO)

Salary: Commensurate with experience

Accountability: Accountable to the Board of Directors of Oromo Community Organization

Status: Non-Exempt, Part-Time

Duration of Employment: Up to one year

Job Summary:

This position provides specific program services such as: Intake processing, recording and filing, employment and employment orientation, cultural orientation and case management, translation services, English language training, and referrals to service providers. She /He must provide quality client social services in accordance with the standards, ethics, and mission of the OCO and abide by the established program policies and procedures.

Specific Job description:

- Process initial client's intake and schedule.
- Enter client's data into the computer system.
- Maintain confidential client information database.
- Prepare timely internal and external quantitative and qualitative reports.
- Conduct initial employability assessment and other needs of clients and make referrals to employers and service providers.
- Keep regular contact with a client to provide ongoing case management and employment services.
- Develop and conduct job search and training, and cultural orientation.
- Make contacts with employers and establish relations with other communities in the Metropolitan Washington DC areas and acquire info on their current and upcoming employment needs.
- Assist clients to develop career planning and job search, and train clients about employer expectations and provide them with job interview tips.
- Obtain job leads through newspapers, telephone calls, Internet, personal contact.
- Keep Board of Directors informed of client and other activities.
- Participate in all required Oromo Community meetings and trainings.
- Provide English Language training, oral and written language translations, as needed.
- Identify other training needs of clients, plan and organize volunteers to cater to such needs.
- Perform work-related duties as assigned.

Education and Experience:

- Bachelor degree in Social Work, Human Services, Business Management, Marketing or a related discipline, or
- A combination of education, training, and work experience in lieu of degree requirement

Skills:

- Oromo-English speaker; good verbal and written skills in English and Oromo languages; additional language a plus.
- Computer skills, record keeping skills, and attention to details
- Good interpersonal and communication skills
- Report writing and presentation skills
- Ability to solve problems as well as meet deadlines
- Demonstrated cultural competence and responsiveness