

POSITION	HVRP JOB DEVELOPER – OUTER WAYNE/OAKLAND		
FLSA STATUS	EXEMPT	STATUS	FULL-TIME

ABOUT US

Michigan Ability Partners (MAP) is an inclusive, collaborative non-profit organization that has been creating opportunities for persons with disabilities since 1985, we are celebrating our 40th anniversary by serving the local communities by providing excellent services to the disadvantaged members needing housing, employment and financial services. MAP serves individuals, families, and Veterans in Washtenaw, Jackson, Wayne (outside of Detroit) and Monroe counties facing barriers to self-sufficiency due to homelessness, disability, or extremely low income by providing Permanent Supported Housing, Supportive Services including Case Management, Rapid Re-Housing, Employment Training, Job Placement Services and Representative Payee Services.

MISSION: To partner with Veterans and people who have disabilities in support of their self-directed transformation to self-sufficiency.

SUMMARY

The Homeless Veterans' Reintegration Program (HVRP) Job Developer Outer Wayne and Oakland Counties reports to the Veteran Services Manager. This is a grant-funded position through the Department of Labor (DOL). This staff person will be tasked with obtaining referrals and securing enrollments from outreach efforts by placing at-risk/homeless Veterans with employment barriers into employment and following their progress for a year. The HVRP Job Developer will assist Veterans with employment-related needs including resumes, cover letters, job applications, job training, salary negotiation, and/or asking for reasonable accommodations. This staff member may also assist with the creation of programming and work with other individuals on an as needed basis. Mandatory program requirements must be adhered to.

QUALIFICATIONS

- High School Diploma or G.E.D. required.
- Bachelor's degree in relevant human services field (required); Experience or active pursuit of a degree may be considered in lieu of a degree
- Preference will be given to Military Veterans. Individuals with creativity and passion for helping others will be highly considered
- Previous work with Veterans or persons who are homeless and/or with a disability is a plus
- Experience with multiple industries is a plus

REQUIREMENTS

- Office hours are Monday - Friday 8:00am - 4:30pm
- Full-Time position, 40 hours/week
- Valid Driver's License

KNOWLEDGE

Knowledge of:

- The awareness and appreciation of cultural diversity, and the ability to work with individuals from different cultural backgrounds, understanding the impact of culture on individuals and communities
- How advocating for client rights and access to resources
- The military and veteran culture and the challenges faced
- The barriers that veterans face, such as: mental health issues, physical disabilities, lack of stable and consistent housing, and legal issues
- The competitive grant processes
- The impact of trauma on individuals and communities and trauma-informed care

- How to maintain accurate and confidential client records in compliance with legal and ethical standards
- How to maintain appropriate professional boundaries with clients
- How and ability to engage in crisis intervention and the ability to work effectively with clients in acute distress
- The community resources, including understanding of needs for military and veteran's homeless populations

ESSENTIAL JOB FUNCTIONS

- Follow and adhere to the Department of Labor (DOL) Veterans' Program Letter (VPL). This VPL provides guidance on all mandatory program requirements and functions to all Homeless Veterans' Reintegration Program (HVRP) grant recipients
- Assess Veterans for eligibility following DOL regulations in the Outer Wayne and Oakland Counties
- Place eligible Veterans into appropriate employment opportunities
- Provide professional guidance to at-risk Veterans with employment barriers
- Observe and evaluate the progress of individuals through documentation/reporting following DOL regulations
- Provide support to clients after placement to ensure retention with employment
- Advocate for at-risk Veterans to receive accommodations as needed
- Perform outreach with local businesses to fill their hiring needs and the client's employment needs in assigned area(s)
- Assist with the creation of programs
- Complete reporting and documentation responsibilities on behalf of MAP for HVRP following DOL regulations
- Maintain positive relationships with clients' employer and community partners on behalf of MAP
- Drive - may involve driving clients to their appointments or interviews and to local business locations for outreach
- Required to spend sufficient physical time in the assigned territories
- Expectation of obtaining referrals and securing enrollments from outreach efforts regularly according to determined monthly/quarterly goals

ADDITIONAL RESPONSIBILITIES

- Drive to required locations in and around assigned territory(s)
- Attend and participate in all staff and team meetings, required agency trainings
- Regular and routine onsite attendance as scheduled
- Wear required Personal Protective Equipment (PPE)
- All other duties as assigned

WORK ENVIRONMENT & PHYSICAL DEMANDS

- Ann Arbor indoor Office Location
- Inside and outside the community areas
- Continuously requires:
 - Work in a standard office environment, which may involve frequent movement between different locations within the office
 - Sedentary work sitting at a desk, using a computer, and operating office equipment
 - Walking, moving about and visiting local business and community environments
 - Dexterity and coordination for typing using a keyboard and mouse at a workstation for an extended period of time
 - Communicate effectively, both verbally and in writing, and may need to use the telephone and other communication tools
 - Good vision, including close vision for detailed work, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus
- Frequently requires:
 - Remaining in a stationary position for long periods of time
 - Driving / Driving clients to their appointments or interviews and to local business locations for outreach
- Occasionally requires:
 - Moving about inside the office
 - Moving objects up to 25 pounds
 - Stand; walk; climb or balance and stoop, kneel, crouch, or crawl, ascend and descend stairs
 - Traverse even and uneven surfaces, for extended period

BENEFITS

Full benefits program to include:

Medical	Dental	Vision	Short term / Long Term Disability
Life Insurance	Paid Time Off	Mental Health Days	Company paid Holidays

Disclaimer: Michigan Ability Partners is an equal opportunity employer. All aspects of employment are governed on the basis of merit, competence and qualifications without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity or any other category protected by federal, state, or local law.

(This job posting should not be construed as an exhaustive list of duties and responsibilities assigned to this position).