

# Job Developer- job training adults with disabilities

Covenant Employment Services is a non-profit organization whose mission is to assist individuals with disabilities to increase independence by overcoming work related barriers. We are seeking to hire a Job Developer in the Salt Lake area who will assist our customers with developing job skills, job searching, interviewing, and finding and maintaining meaningful employment.

## SCHEDULE

Part-time position with a flexible schedule (afternoons, evenings, and weekends) working 15 - 20 hours per week

Starting pay is \$12.00-14.00/hr. depending upon experience

The ideal candidate will be a self-starter, extremely organized, has the ability to pay close attention to detail, and will maintain a working knowledge of the needs of each assigned customer.

## ESSENTIAL DUTIES

- Job development
- Maintain an active caseload and regularly schedule appointments with all assigned customers
- Assist individuals with resume/cover letter writing and interview skills before and during the job search.
- Familiarize job seekers with job site, employer, supervisors and co-workers
- Train in all aspects of the job, including breaks, lunch and transportation
- Assist with obtaining any and all supports that may be needed to maintain employment, including modifications of the work-space to enable the individual to perform assigned duties
- Serve as an ongoing liaison between the individual, co-workers, and employer after the initial on-the-job training has ended to ensure that all parties are satisfied

## QUALIFICATIONS

- High school diploma or GED required; Associates degree preferred
- Valid Utah driver's license
- Clean driving record (no major violations, 2 or fewer minor traffic violations)

- At least 21 years of age
- Able to pass a background check and drug screening

\*\*Please email your resume and letter of interest  
to: [application@workactivitycenter.org](mailto:application@workactivitycenter.org)\*\* OR

Apply online below or in person at the Work Activity Center (1275 W 2320 S,  
West Valley City, UT 84119). Please select the job title: Job Developer.