

# HUNTSVILLE HOUSING AUTHORITY

200 WASHINGTON STREET (35801)  
P. O. BOX 486  
HUNTSVILLE, ALABAMA 35804-0486  
(256) 539-0774

## NEW JOB POSTING

**May 25, 2023**

- 1) POSITION TITLE: Job Developer  
(This is a grant-funded position.)
- 2) NORMAL HOURS: 7:00 a.m. until 5:30 p.m. or  
8:00 a.m. until 6:30 p.m.,  
Monday through Thursday (Fridays off)
- 3) SALARY RANGE: Salary commensurate with qualifications and  
experience.
- 4) RESPONSIBILITIES: (See Attached)
- 5) QUALIFIED PERSONS INTERESTED: **Qualified** employees should submit an  
Internal Application Form to the Human  
Resources Department. The form can be  
obtained from Human Resources.  
  
**Qualified** external applicants can obtain a  
position description and application from our  
website, [www.hsvha.org](http://www.hsvha.org); or at  
200 Washington Street. **Resumes will only  
be accepted with a completed  
application.**

**This position will remain open until filled.**

HUNTSVILLE HOUSING AUTHORITY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, COLOR, RELIGION, SEX, GENDER IDENTITY, SEXUAL ORIENTATION, PREGNANCY, STATUS AS A PARENT, NATIONAL ORIGIN, AGE, DISABILITY (PHYSICAL OR MENTAL), FAMILY MEDICAL HISTORY OR GENETIC INFORMATION, POLITICAL AFFILIATION, MILITARY SERVICE, OR OTHER NON-MERIT-BASED FACTORS.

## **JOB DEVELOPER**

Huntsville Housing Authority is seeking a Job Developer. This is a grant-funded position, where the Job Developer will provide ongoing counseling support, advocacy, and guidance to program members in order to help them deal with their personal, legal, and social service needs, especially those that interfere with their ability to meet the program requirements; to help them determine their job goals, improve their job search skills, and identify local job opportunities; and to work closely with the entire staff to build the youths' leadership skills.

A Bachelor's degree in counseling, psychology, or related field, or equivalent experience working with young people. At least four years of counseling or crisis intervention experience with young adults, or any equivalent combination of education, training, and experience, which, in the sole determination of the Housing Authority, constitutes the required knowledge and abilities. Salary is commensurate with qualifications and experience.

For a complete position description and application, please visit our website at [www.hsvha.org](http://www.hsvha.org), or obtain an application from 200 Washington Street. **Qualified candidates should submit an application to: Human Resources Department, Huntsville Housing Authority, 200 Washington Street (35801), P.O. Box 486, Huntsville, Alabama 35804. NO CALLS PLEASE.**

**Drug/Alcohol/Smoke-Free Workplace  
EEO Employer.**

**This position will remain open until filled.**

## HUNTSVILLE HOUSING AUTHORITY

### JOB DESCRIPTION

**Position Title:** Job Developer

**Department:** YouthBuild

**Grade:** 27

**FLSA:** Exempt

**POSITION SUMMARY:** This is a grant-funded position, where the Job Developer will provide ongoing counseling support, advocacy, and guidance to program members in order to help them deal with their personal, legal, and social service needs, especially those that interfere with their ability to meet the program requirements; to help them determine their job goals, improve their job search skills, and identify local job opportunities; and to work closely with the entire staff to build the youths' leadership skills.

*(All duties listed may not be included in any one position nor does the list include all tasks found in a position of this class.)*

#### **RESPONSIBILITIES:**

1. Assess personal needs of YouthBuild participants and help get resources to meet their needs.
2. Provide individual and group counseling to YouthBuild participants.
3. Facilitate weekly rap sessions or support groups.
4. Advocate with human service, health, court, and criminal justice systems to resolve issues facing young people.
5. Make home visits, as appropriate, to assess needs and support young people.
6. Meet with trainees at regular intervals to assess their job and career goals, or immediate work needs.
7. Plan and organize job search skills workshops, including interviewing, resume preparation, and other skills; organize career exploration and motivation activities.

**Position Title:            Job Developer**

**RESPONSIBILITIES (Continued):**

8.     Market the program to potential employers; develop and make presentations about YouthBuild.
9.     Ensure that trainees are prepared before going to job interviews, and conduct follow-up assessments.
10.    Connect trainees with viable job opportunities; follow up after placement.
11.    Meet regularly with staff to develop and maintain a consistent approach to supporting and expanding the personal growth and leadership skills of young people.
12.    Identify cultural, political, and social events or activities that may take place after work hours, and organize youth participation in such events.
13.    Keep service records of contacts with youth.

**QUALIFICATIONS:**

1.     At least four years of counseling or crisis intervention experience with young adults.
2.     Bachelor's degree in counseling, psychology, or related field, or equivalent experience working with young people.
3.     Strong commitment to helping young people succeed in an innovative training program to reorient their lives and nurture their leadership skills.
4.     Ability to establish rapport and relate sensitively to a multiracial and multicultural group of young people.
5.     Knowledge of human service, health, court, and criminal justice systems' programs, regulations, and procedures.
6.     Excellent interpersonal and problem-solving skills; ability to relate to a wide range of issues, people, and institutions.
7.     Understanding of issues facing young people in the community where the program is located.
8.     Excellent public speaking, listening, and written communication skills.

**Position Title:            Job Developer**

**QUALIFICATIONS (Continued):**

9.        Sense of humor and nonjudgmental attitude.
10.      Willingness to teach young people about service systems and decision-making process.
11.      Willingness to learn from people.
12.      Ability to work as part of a team.
13.      Knowledge of American history and the history of the racial and ethnic groups participating in YouthBuild, along with an ability to apply that knowledge in work with young people.