



*IRIS's mission is to help refugees and other displaced people establish new lives, regain hope, and contribute to the vitality of Connecticut's communities.*

## **JOB DESCRIPTION**

### ***Part Time Job Developer***

#### **A. Summary & General Responsibilities:**

The IRIS Part Time Job Developer will work closely with the Employment Services Coordinator to help refugees and asylees become self-sufficient through employment as soon as practical following their arrival in the U.S. **The primary responsibility of the Job Developer is to develop immediate employment opportunities for refugees by networking with employers, educating and attracting them to the IRIS mission, and explaining the advantages of hiring refugees.** In particular, the Job Developer should seek employers who have opportunities for people with limited English, minimal education, and/or physical work restrictions. The Job Developer will also work one-on-one with employable adults to identify suitable employment opportunities, access employment skills training, and secure and retain gainful employment.

#### **This is a part time temporary position.**

Hours per week: 19  
Compensation: \$15/hour  
Duration: 4-6 months

The ideal candidate must have excellent communication skills (written and verbal) and be well organized and able to handle shifting priorities in a fast-paced environment. Ability to drive own vehicle throughout the state is required (mileage reimbursement will be provided). Ability to network with potential employers and cultivate employer relationships required. A background in human resources, knowledge of workforce rules and regulations and/or international relations is preferred. Ability to speak Spanish, French or Arabic is a plus. Experience in data management is strongly desired. The ideal candidate must be passionate about human rights and welcoming refugees to the U.S. A flair for planning employer appreciation and networking events is also a plus.

#### **B. Specific Duties:**

##### **Employer Networking**

- Develop long term employment prospects for clients by networking with employers, educating and attracting them to the IRIS mission and explaining the advantages of hiring refugees. Maintain relationships with previous employers.
- Target employers who have opportunities for people with limited English, minimal education, and/or physical work restrictions.
- Research and qualify job openings which will address specific client situations including skills and work experience, childcare, transportation and any religious restrictions

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- Research and highlight training programs in growth industries identified by the CT Department of Labor. Primary focus will be given to training that can help improve employment prospects during a refugee's first six months in the United States.
- Maintain Database of IRIS employers and employer targeting process.
- Host an employer appreciation/information event to thank established employers for their work with IRIS clients and invite potential new employers to this event.

### **Direct Service to Clients**

- Interview arriving refugees within one month of arrival in the U.S. to assess their employability. Assess clients' employment needs and track progress to self sufficiency. Assist all clients in developing both short-term and long-term career strategies (path and plan to meet immediate needs as well as creating a plan for professional growth).
- Provide direct services to clients including transportation to/assistance during job interviews, assistance with employment applications, resume and cover letter writing and education on job search techniques.
- Maintain employment files and data management system to ensure compliance with required employment outcomes, grant reporting and follow-up tracking of employable adults. This includes filing employment assessments, recording employment information, documenting follow-up with clients and employers and writing case notes.
- Assist employers and employees to resolve any problems that arise between them.
- Ensure the timely provision of employment services to clients.

### **As needed, assist Employment Services Coordinator with the following secondary needs:**

- Assist in forming and act as liaison for employment advisory group.
- Assist with pre-employment training and provide supplemental information for curriculum development and job coaching as a means to self-sufficiency. Educate refugees on job expectations in the U.S., how to act during the employment interview and on-the-job. On a case by case basis, provide coaching in order for clients to remain employed.
- Assist highly-skilled refugees obtain re-certification. Create specific service plans outlining the steps clients should take to return to employment in their specific field.
- Complete grant reports and collaborate on employment related grant writing as needed.
- Assist in implementing immigrant to immigrant mentoring program as well as connecting newly arrived refugees with a mentor in their field (or desired field).
- Other duties as needed

### **Supervisor: Employment Services Coordinator**

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