



Poverello  
House

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## **Job Description**

**Title:** Job Developer for Men's Rehabilitation Program

**Hours:** Full-Time (40 hours weekly, Non-Exempt) Grant Term: June 1, 2024 to May 30, 2027

**Reports To:** Director of Rehabilitation

**Purpose:** To provide employment services, soft skill training and employment opportunities to the men enrolled in the rehabilitation program.

### **Job Responsibilities and Duties**

- Serve as a link between Director and Residents by handling questions, interpreting, and helping resolve work/recovery-related problems.
- Provide transportation for program participants to and from job interviews, job fairs, and other necessary employment-related appointments.
- Lead resume-building workshops and effectively assist program participants in writing resumes to obtain full-time employment.
- Build rapport with potential local employers to create job opportunities for the Men in the program. Advocate for Poverello House and program participants.
- Coordinate with financial professionals to teach financial literacy, personal financial management, and budgeting.
- Provide soft skills training and mock interviews prior to job placement.
- Assists in planning, directing, supervising, and coordinating all employment activities of program participants.
- Other duties assigned.

### **Qualifications**

- High School Diploma or equivalent
- Excellent communication skills; both verbal and written
- Ability to multi-task and work well under pressure
- Proven ability to work independently with guidance
- Reliable transportation, insurance coverage, and valid driver's license
- Proficiency in the Microsoft Office Suite, Outlook (E-mail)

### **Compensation**

- \$20.00 per hour
- Medical – HMO & PPO Plans (Employer contributes 90%)
- Dental – (Employer contributes 90%)

- Vision - (Employer contributes 90%)
- Term Life Insurance, Short-Term Disability and Long-Term Disability Insurance, Employee Assistance Program (Employer contributes 100%)
- Voluntary Life Insurance (with optional dependent coverage for eligible employees)
- Flexible Spending Accounts - Health FSA, Dependent Care and Adoption Assistance
- Voluntary Benefits - Accident Insurance, Critical Illness, Hospital Indemnity
- Retirement Plan 401(K) – (Employer matching up to 3%)
- 10 paid holidays + 1 floating holiday
- Vacation and sick leave accrual
- California Paid Sick Leave (as permitted by State Law)

If interested in the position, please send a resume to [PovHR@poverellohouse.org](mailto:PovHR@poverellohouse.org)  
No Phone Calls, Please

#### **EQUAL EMPLOYMENT OPPORTUNITY**

- Poverello House has a diverse workforce that is representative of the communities we serve and is proud to be an equal opportunity employer. All aspects of employment are based on merit, competence, performance and business need. Poverello House does not discriminate in employment on the basis of, race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factors protected under federal, state and local law. Poverello House celebrates diversity and is committed to creating an inclusive, and welcoming workplace environment.