



Goodwill of Orange County Job Description

Approved: _____

Vice President of Human Services

9/29/17
Date

Effective: _____

9/25/2017

Approved: _____

Sr. Director of Human Resources

9/29/17
Date

MISSION:

Goodwill is in the business of helping people who are facing barriers, to get and keep jobs which provide purpose, pride and dignity. We believe the power of work changes lives.

The expectation of this position is to achieve organizational, team and personal goals in alignment with our Strategic Vision Priorities and through living out our organizational Values.

STRATEGIC VISION PRIORITIES:

- Increase donations and maximize their value in a cost efficient way.
- Increase the profit contribution of our businesses by improving their operational effectiveness.
- Increase our visibility in the community and raise greater awareness of Goodwill's mission.
- Increase and focus resources on services that that will help the most people with barriers get and keep jobs.

VALUES:

- Goodwill Brand
- Independence
- People Working & Learning Together
- Innovation & Growth
- Integrity
- Accountability
- Customer Satisfaction
- Environmental Responsibility

JOB TITLE:

BUSINESS DEVELOPER – MCO/SCOP/PBA
(Exempt)

AREA:

COMMUNITY BASED SERVICES

DEPARTMENT:

HUMAN SERVICES

DIVISION:

HUMAN SERVICES

PURPOSE OF POSITION:

Develops and maintains cooperative relationships with businesses in the community which lead to employment for Goodwill program participants.

SUPERVISION RECEIVED:

Reports directly to the Business Development Manager.

SUPERVISION EXERCISED:

None.

DUTIES AND RESPONSIBILITIES:

1. Acts as a resource to program participants and direct service staff for discovering life enhancing opportunities in the community.
2. Provides ongoing prospecting of community job market to identify employment opportunities for program participants.
3. Develops work opportunities for Goodwill program participants.
4. Assists direct services staff in implementation procedures at new worksites.
5. Represents Goodwill at various outside meetings, conferences, and civic events.
6. Contacts current employers to ensure satisfaction with Goodwill services as part of a comprehensive job retention strategy.
7. Performs job task analysis to match job opportunities with program participants.
8. Provides ADA training and technical support for businesses concerning needs for job accommodation.
9. Monitors labor market trends, conditions, and forecasts.
10. Makes public speaking presentations to provide education and consultation to business and community partners.
11. Coordinates services with other staff involved in case services.
12. Understands and assists with the completion of documents necessary to satisfy Department of Labor Regulations and CARF standards.
13. Drives on company business as required.
14. Performs other job related duties as required.
15. Safeguards company property, including donated goods. Reports any incidents of theft or unauthorized possession of company property.
16. Acts safely at all times, following all safety rules and regulations.

17. Follows all company policies and procedures.
18. Promotes and demonstrates cooperation and teamwork. Assists and shares knowledge and information with other employees as needed.
19. Uses good interpersonal skills such as courtesy, sensitivity, politeness, and thoughtfulness.
20. Works with, trains, and/or acts as a good example for program participants receiving training at Goodwill.

MINIMUM JOB REQUIREMENTS:

1. Bachelor's degree in related field preferred, or equivalent work experience/education combined.
2. Minimum 2 years meaningful business experience (such as running a small business.)
3. Familiarity with various disabilities, i.e., developmental, physical and psychiatric.
4. Ability to write accurate, concise, and grammatically correct letters, memos, reports, etc.
5. Ability to work independently, balancing multiple priorities while maintaining timeliness and accuracy.
6. Excellent interpersonal communication skills in order to interact with all levels of management, employees, and clients.
7. PC proficiency in MS Word.
8. A reliable vehicle for transportation, valid California driver's license, liability insurance, and a DMV record acceptable to Goodwill's insurance company.

OTHER:

Ability to work independently, demonstrate initiative and good judgment in facilitating Program functions. Ability to be flexible and adaptable in handling interruptions and variation. Ability to maintain confidentiality of information.

WORK DEVICES/MATERIALS/EQUIPMENT USED:

Various office supplies and equipment including: telephone, fax machine, computer, printer, copy machine, file cabinets, papers/forms, calendar, pens/pencils, ruler, scissors, etc.

PHYSICAL REQUIREMENTS: (See Attached)

PHYSICAL DEMANDS :

Activity	Not Req. Never	1-33%/day Occasionally	34-66%/day Frequently	67-100%/day Continuously
1. Balancing		X		
2. Bending		X		
3. Carrying		X		
4. Climbing		X		
5. Crawling		X		
6. Crouching		X		
7. Feeling		X		
8. Fingering/Fine Dexterity		X		
9. Flexing Wrist		X		
10. Grasping/Squeezing		X		
11. Handling/Gross Dexterity		X		
12. Hearing			X	
13. Kneeling		X		
14. Lifting		X		
15. Pulling		X		
16. Pushing		X		
17. Reaching – Above Shoulder		X		
18. Reaching – Shoulder & Below		X		
19. Reclining		X		
20. Sitting			X	
21. Standing			X	
22. Stooping		X		
23. Talking				X
24. Tasting/Smelling		X		
25. Throwing		X		
26. Turning Body		X		
27. Twisting Body		X		
28. Walking		X		
29. Near Vision			X	
30. Midrange Vision			X	
31. Far Vision			X	
32. Depth Perception			X	
33. Visual Accommodation	X			
34. Color Vision	X			
35. Field of Vision/Peripheral	X			

LIFTING AND CARRYING DEMANDS:

	PHYSICAL DEMAND LEVEL	1-33% / DAY OCCASIONALLY	34-66% / DAY FREQUENTLY	67-100% / DAY CONTINUOUSLY
	SEDENTARY Class 1 (Administrative)	10 Pounds	Negligible	Negligible
X	LIGHT Class 2 (Clerical & Light Work Activity)	20 Pounds	10 Pounds and/or Walk/Stand/ Push/Pull of Arm/Leg Controls	Negligible and/or Push/Pull of Arm/Leg Controls while seated
	MEDIUM (Moderate Physical Activity)	50 Pounds	20 Pounds	10 Pounds
	HEAVY (Heavy Physical Labor)	100 Pounds	50 Pounds	20 Pounds

ENVIRONMENTAL CONDITIONS:

	NOT REQ'D. NEVER	1-33% / DAY OCCASIONALLY	34-66% / DAY FREQUENTLY	67-100% / DAY CONTINUOUSLY
Indoors				X
Outdoors		X		
Dust		X		
Electric Shock	X			
Explosive	X			
Exposure to Weather		X		
Extreme Cold	X			
Extreme Heat	X			
Fumes/Gases	X			
High Exposed Places	X			
Loud Noises		X		
Mist		X		
Moving Mechanical Parts		X		
Odors		X		
Poor Ventilation	X			
Radiant Energy	X			
Toxic/Caustic Chemicals	X			
Vibration	X			
Wet/Humidity	X			

NAME:

SIGNATURE:

DATE: