

**WAYNE METROPOLITAN COMMUNITY ACTION AGENCY
JOB POSTING**

Position Title: **Job Developer – MPRI**

Starting Salary Range: \$15.00 - \$19.50 per hour

Benefits: Full Benefits

Grade: 3

FLSA: Non-exempt

Employment Status: Full-time

Work Location: Wyandotte

Work Days: Monday through Friday
(specific hours to be determined by program needs)

Work Hours: 40 hours per week

Supervisor: Employment and Training Director

Position Start Date: November 28, 2011

Responsibilities: Responsible for the provision of services to unemployed parolees that will lead to employment.

Qualifications:

- Associates degree or a minimum of two years experience in job development or a combination of education and experience which is similarly equivalent.
- Knowledge of educational and employment and training programs available to area residents.
- Ability to communicate effectively both orally and in written form.
- Ability to empathize, communicate, and work effectively with a multi-cultured population facing economic, social, and educational barriers.
- Valid driver's license and reliable transportation.
- Good interpersonal and professional skills including but not limited to professional appearance, tact, punctuality, and dependability.
- Ability to work with a minimum of supervision.

If you are interested in this position and you meet the minimum requirements, submit your resume and cover letter to the HR Department at HR@waynemetro.org. Please enter the **Job Title** in the subject line. The fax number is (734) 246-5779 or by mail at Wayne Metropolitan C.A.A., 2121 Biddle, Wyandotte, MI. 48192.

No phone calls please.

Equal Opportunity Employer