

**About Jewish Family Services of Silicon Valley (JFS SV):**

Jewish Family Services of Silicon Valley (JFS SV) empowers individuals and families facing life's challenges by providing quality human services inspired by Jewish values. Since our inception in 1977, we have remained committed to our vision that children, adults, and families in our community have access to affordable and meaningful professional services that help give them a better life. The agency's programs are available without regard to race, religion, sexual orientation, or ability to pay.

**Job Summary:** Under the direction of the County Coordinator and Lead Career Counselor, the Vocational Case Manager will assist in employment preparation and job development for adults who are in the Connections to Work program.

**Key Responsibilities:**

- Respond to all county referrals within 24 hours
- Interview candidates for Connections to Work Program
- Collect and assemble clients' file information and documentation
- Work with clients, career counselors, and department director to determine clients' employment goals
- Assist clients with communication/enrollment with county programs (Cal Fresh, CalWORKs, RCA, Abode, and other county programs)
- Assist clients with essential needs for vocational program participation
- Assist clients with transportation needs (Clipper cards, VTA instructions, Uber rides etc.)
- Collaborate with resettlement case managers on client needs
- Provide monthly program participants to the County Coordinator for reporting
- Ensure enrolled clients are participating in VESL and Career Services
- Maintain clear and concise case notes for case management
- Follow up with clients for 30-day, 60-day and 90-day case review
- Inform county case works of all case terminations and extensions
- As needed, assist clients in overcoming barriers and lack of motivation to apply for employment
- Communicate directly with career counselors and case managers on client needs
- Meet weekly with the County Coordinator and Sr. Manager of Refugee Services for caseload overview
- Bi-weekly meeting with the vocational team
- Attend all mandatory staff meetings and events
- Be an ambassador of JFS SV at all times
- Assist with completion of paperwork required by grant contract(s)
- Perform additional vocational services in this contract as assigned by the Sr. Manager of Refugee Services
- Maintain any essential information for JFS Accounting and Sr. Grants Manager.

**Qualifications & Skills:**

- MSW or BSW from an accredited university or Masters/Bachelor's degree with at least 15 semester hours in social services-related instruction
- Minimum of two years of experience in career counseling or related field
- Prior experience working with immigrants and refugees
- Demonstrated ability to work independently and on a team, as well as flexible
- Strong written and verbal communication skills, including knowledge of Microsoft Office
- Two years of experience in the social services and/or career counseling/ job development fields

**Requirements:**

- Valid California driver's license
- Bilingual in Farsi, Ukrainian, Russian, or Spanish.

**Salary and Benefits:**

Salary Range: \$60,000-\$65,000 per year

This position is full time, 37.5 hours/week. JFS SV provides a highly competitive salary and benefits program. Salary is commensurate with qualifications and experience of the selected candidate.

Benefits include medical, dental and vision care; company contributions to 403B retirement plan; generous paid time off, supportive colleagues; and a positive work environment in a spacious office.

Jewish Family Services of Silicon Valley is an equal opportunity employer and values diversity at all levels of the organization. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.