

**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 Senior Manager of Refugee Services, the Career Counselor will assist in the employment preparation and job development of adults who are in the Connections to Work program.

**Key Responsibilities:****Intake and Assessment**

- Enroll clients in the Connections to Work Program to determine admission eligibility
- Enter client data into the Apricot system (job readiness, barriers, employment history)
- Assess clients' skills and abilities regarding job placement
- Work with clients and the Lead Career Counselor to determine clients' employment goals
- Prepare documents and reports for Santa Clara County

**Career Counseling**

- Coach clients on appropriate American workplace culture, etiquette, attire, grooming, and communication with co-workers
- Help clients determine fields of relevant vocational interest
- Assist clients overcome barriers and lack of motivation to apply for employment
- Support newly employed clients

**Job Development and Retention**

- Liaison with current and future employers
- Assist clients with online job applications
- Prepare and conduct job readiness workshops
- Oversight of Grow with Google Program and client enrollment

**Other Duties**

- Assist with completion of paperwork required by grant contract(s)
- Perform additional vocational services in this contract as assigned by the supervisor

**Qualifications & Skills:**

- Bachelor's Degree or career counseling experience
- Prior experience working with immigrants and refugees
- Demonstrated ability to work independently and on a team, as well as to be flexible
- Strong written and verbal communication skills, including knowledge of Microsoft Office
- Two years of experience in social services, career counseling, and/or job development field
- Valid California driver's license
- Bilingual Farsi, Amharic or Arabic is a plus

**Salary and Benefits:**

Salary Range: \$73,000-\$75,000 annually

This position is full-time, 37.5 hours/week. Salary is commensurate with qualifications and experience of the selected candidate.

Benefits include medical, dental, and vision care; company contributions to a 401(a) 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.