



## Career Counselor Job Opportunity

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

#### **Our Mission and Our Values**

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, ethnicity, sexual orientation, or ability to pay.

#### **JFS SV is committed to the core values of:**

**Jewish traditions** of social responsibility, compassion, and respect for all members of the community.

**Social work ethics** of responsive, caring, and skilled professional service; and responsiveness to the changing needs of the people we serve.

#### **Position Summary:**

**We are seeking a highly organized "people person"** to provide assistance in employment preparation and job development to adults who are in our Connections to Work program. Closely collaborates with Job Developer and Vocational Case Manager, as well as other department staff. Under the direction of the Director of Refugee and Career Services.

### **KEY AREAS OF RESPONSIBILITY**

#### **Intake and Assessment**

- Interviews candidates for Connections to Work Program to determine admission eligibility
- Collects and assembles client data (job readiness, barriers, employment history)
- Assesses clients' skills and abilities in regard to job placement
- Works with clients and department director to determine clients' employment goals

#### **Career Counseling**

- Coaches on appropriate American workplace culture, etiquette, attire, grooming, and communication with co-workers
- Helps clients determine fields of relevant vocational interest
- Assists clients overcome barriers and lack of motivation to apply for employment
- Supports newly employed clients
- Facilitates career readiness workshops in-person and online
- Recruits and schedules guest speakers to present on relevant topics

### Job Development and Retention

- In collaboration with job developer, (may) liaison with current and future employers
- Assists clients with online job applications and writing resumes
- Collaborates with job developer to refer clients to appropriate job opportunities
- Collects clients' employment information and track their work status

### Other Duties

- Completes reports and maintains client files as required by funders and contracts
- Performs additional vocational services in this contract as assigned by supervisor
- Screens career mentor volunteers to match with client's language abilities and career needs.

## **COMPENSATION AND BENEFITS**

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 package includes medical, dental and vision care; company contributions to 403B retirement plan; generous paid time off (incl. secular as well as Jewish holidays and vacation); 100% paid membership to onsite fitness center; supportive colleagues; and a positive work environment on a beautiful campus.

## **REQUIRED QUALIFICATIONS AND EXPERIENCE**

- M.A. in Career Counseling from an accredited university or similar degree with prior 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' experience in social services and/or career counseling/ job development fields
- Valid California driver's license
- Bilingual Farsi, Amharic or Arabic a plus

Résumé and cover letter to: [jobs@jfssv.org](mailto:jobs@jfssv.org)

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Jewish Family Services of Silicon Valley is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. We are committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment.