



# CENTRAL VALLEY OPPORTUNITY CENTER

## JOB DESCRIPTION

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**JOB DESCRIPTION:** L2E Job Club Instructor  
**SUPERVISED BY:** Stanislaus County Center Director  
**LOCATION:** Modesto  
**SALARY:** \$41,000.00 YR. Full Time, Benefits & 401k  
**DATE POSTED:** August 4, 2023  
**APPLICATION DEADLINE:** Open Until Filled

**POSITION SUMMARY:** Responsible for developing and providing client instruction in vocational job search skills. Provide classroom instruction in orientation to work, employer expectations, personal planning for job success, job search skills and employment retention skills. Assists clients in active job search efforts. Documents all job referrals and follow-up in progress notes and update forms. Job development and placement.

### EXAMPLES OF DUTIES

1. Provide Vocational English as a Second Language classroom instruction to adult students from a variety of backgrounds such as Spanish, Arabic, and Farsi.
2. Conduct job search workshops per CVOC curriculum including orientation to world of work, job search skills, personal vocational development and employment retention skills.
3. Work with participants; both individually and in groups, to develop interview skills, resume writing skills and job readiness skills, to include giving mock interviews. Set up interviews for job ready participants.
4. Contact potential employers for job development purposes, place clients.
5. Maintain writing documentation of all job referrals and follow-up reports in progress notes in participant's files.
6. Maintain accurate records of student's attendance and progress, and perform written evaluation of student's performance on a monthly basis.
7. Assist in recruiting, pre-screening, interviewing and counseling of participants in classroom training.
8. Have knowledge of all CVOC programs and how they affect various students.
9. Other duties as assigned.

### REQUIREMENTS

1. BA/BS in related field, combination of formal education and relevant experience will be considered.
2. Familiarity with local business community.
3. Excellent verbal and written communication skills in both English and Spanish.
4. Computer literacy.
5. Valid California Drivers License and minimum automobile insurance.
6. Awareness of varied cultures.

### PREFERRED/HELPFUL

1. Teaching experience.
2. Education and/or experience in vocational training and employment programs.

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A completed CVOC application packet as well as a resume must be received to be considered for employment with CVOC. See [www.cvoc.org](http://www.cvoc.org) for application packet.

*It is helpful to include your email address on your resume.*

**EOE/At-Will Employer**