



CENTRAL VALLEY OPPORTUNITY CENTER

JOB DESCRIPTION

POSITION:	HSE Case Manager
SUPERVISED BY:	County Center Director
LOCATION:	Patterson
SALARY:	\$40 - 44K/YR DOE, Full Time, Benefits & 401(k)
DATE POSTED:	September 25, 2024
APPLICATION DEADLINE:	Until Filled

POSITION SUMMARY:

Responsible for client referrals, testing, assessment, orientation and on-going evaluation. Coordinates instruction, counseling, planning, evaluation, documentation, and goal setting with clients. Responsible for motivating students and resolving barriers to educational attainment. Conduct one on one and small group tutoring and workshops.

EXAMPLES OF DUTIES

1. Perform client assessment to determine client's abilities, personal preparedness and development needs.
2. Goal setting for clients: Insures individual academic training and pre-employment preparation to obtain maximum employability. Tracks client goals/progress for reporting purposes.
3. Set up and conduct workshops covering resume-writing, job search and interview techniques and procedures, including mock interviews.
4. Perform regular scheduled client case management to obtain feedback on potential learning barriers, instructional needs, course satisfaction and address supportive service needs.
5. Maintains extensive contact with social and employment service providers to facilitate appropriate referrals to the needs of the participants.
6. Service plan implementation, evaluation, measurement and modification.
7. Maintain participant files and complete required paperwork.
8. Other duties as assigned.

REQUIREMENTS

1. BA or equivalent in Social Sciences or related field. Combination of education and relevant experience will be considered.
2. Two years experience working with community resources.
3. Computer literacy.
4. Excellent communication and people skills (written and verbal).
5. Valid California Driver's license and minimum personal automobile liability insurance.
6. Auto insurance policy must allow work-related driving.

A completed CVOC employment application and resume must be received to be considered for employment with CVOC.
See www.cvoc.org for application packet

EOE/At Will Employer