



# CENTRAL VALLEY OPPORTUNITY CENTER

## JOB DESCRIPTION

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**POSITION:** HEP Case Manager/Job Developer  
**SUPERVISED BY:** HEP Project Coordinator  
**SALARY:** \$38 – 45K/YR., DOE. Full Time, Benefits & 401K  
**LOCATION:** Patterson  
**DATE POSTED:** March 22, 2023  
**APPLICATION DEADLINE:** Open Until Filled

### POSITION SUMMARY

Responsible for client outreach, recruitment, eligibility determination, testing, assessment, orientation, vocational counseling and client progress evaluation. Provide orientation and assistance in accessing post secondary education opportunities and provide, job readiness training and job placement assistance. Responsible for meeting monthly enrollment & placement quotas.

### EXAMPLES OF DUTIES

1. Conduct outreach and recruitment activities in farmworker communities sufficient to meet project enrollment goals.
2. Perform financial need based eligibility determination including backup documentation.
3. Perform client education level assessment to determine client's ability to benefit and academic development needs.
4. Goal setting for clients: Insures individual training and pre-employment preparation to obtain maximum employability.
5. Conduct workshops and field trips on topics related to continued postsecondary education or vocational development.
6. Service plan implementation, evaluation, measurement and modification. Evaluate on-going needs and progress of clients.
7. Provision of individual or small group tutorial instruction in GED subject matter or college entrance exams.
8. Provide job development placement and post secondary education placement assistance to clients.
9. Maintains and insures that client records are current and accurate.
10. Maintains extensive contact with social and employment service providers to facilitate appropriate referrals to the needs of the participants.
11. 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. Ability to interpret Federal and State eligibility regulations.
3. Excellent communicative skills (written and verbal) and Computer literacy.
4. Bilingual English/Spanish required.

5. Valid California Driver's license and minimum personal automobile liability insurance.
6. Case management experience and training helpful.

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**