



CENTRAL VALLEY OPPORTUNITY CENTER

JOB DESCRIPTION

POSITION:	L2E Case Manager
SUPERVISED BY:	County Center Director
LOCATION:	Modesto
SALARY:	\$36 - 41K/YR DOE, Full Time, Benefits & 401(k)
DATE POSTED:	June 2, 2022
APPLICATION DEADLINE:	June 23, 2022, 5:00 p.m.

POSITION SUMMARY:

Responsible for client testing, assessment, orientation and on-going evaluation. Coordinates instruction, counseling, planning, evaluation, documentation, and goal setting with clients. Responsible for motivating clients to meet monthly participation & learning goals.

EXAMPLES OF DUTIES

1. Insures client assessment to determine client's abilities, personal preparedness and development needs.
2. Goal setting for clients: Insures individual 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. Maintains extensive contact with social and employment service providers to facilitate appropriate referrals to the needs of the participants.
5. Service plan implementation, evaluation, measurement and modification.
6. Maintain participant files and complete required paperwork.
7. 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 services.
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