CENTRAL VALLEY OPPORTUNITY CENTER

JOB DESCRIPTION

POSITION:	DLW Case Manager/Job Developer
SUPERVISED BY:	Farmworker Services Director
LOCATION:	Madera
SALARY:	$42,000 to 52,000 Per Year Full Time, Benefits & 401K
DATE POSTED:	September 21, 2026
APPLICATION DEADLINE:	Until Filled

POSITION SUMMARY:

Responsible for client recruitment, testing, assessment, orientation and on-going evaluation. Coordinates instruction, counseling, planning, evaluation, documentation, and goal setting with clients. Responsible for developing unsubsidized jobs and On-The-Job-Training (OJT) in the private sector for program participants. Responsible for meeting monthly enrollment & placement quotas.

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. Communication/interaction with clients will be in English or Spanish depending on client language abilities.
3. Initiate and maintain personal contacts with employers for purpose of developing jobs and OJT Contracts. Set up employer presentations.
4. Write OJT contracts and follow up on and obtain information for all phases of OJTs. Review reimbursement billings for documentation and completeness (time sheets, signatures, etc.)
5. Set up and conduct workshops covering resume-writing, job search and interview techniques and procedures, including mock interviews.
6. Conducts outreach activities and meets monthly enrollment & placement quotas.
7. Maintains extensive contact with social and employment service providers to facilitate appropriate referrals to the needs of the participants.
8. Service plan implementation, evaluation, measurement and modification.
9. Maintain participant files and complete required paperwork.
10. Other duties as assigned.

REQUIREMENTS

1. BA or equivalent in Social Sciences or related field. Relevant experience may be substituted on a year-for-year basis for up to two years of the educational requirement.
2. Two years experience in sales and/or public relations.
3. Bilingual English/Spanish.
4. Computer literacy.

5.Excellent communication and people skills (written and verbal).
6.Valid California Driver's license and minimum personal automobile liability insurance.
7.Auto insurance policy must allow work-related driving.

A resume must be received to be considered for employment with CVOC.
Include your email address on your resume.

EOE/At Will Employer