CENTRAL VALLEY OPPORTUNITY CENTER

JOB DESCRIPTION

POSITION: Case Manager
SUPERVISED BY: County Center Director
LOCATION: Modesto
SALARY: $36 - 43K/YR. Regular, Full Time, Benefits & 401(k)
DATE POSTED: October 28, 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 motivating the farmworker services team to meet monthly enrollment & placement 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. Communication/interaction with clients will be in English or Spanish depending on client language abilities.
3. Set up and conduct workshops covering resume-writing, job search and interview techniques and procedures, including mock interviews.
4. Conducts outreach activities and meets monthly enrollment & placement quotas.
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. 3 years experience working with Farmworker community.
3. Bilingual English/Spanish.
4. Computer literacy.
5. Excellent communication and people skills (written and verbal).
6. Some travel required

A resume must be received to be considered for employment with CVOC.

EOE/At Will Employer