



A rich history of changing lives.

Jewish Family Services helps individuals and families achieve economic self-sufficiency and emotional stability. We provide a unique combination of mental health and workforce development services, using a person-centered approach to tailor services to meet the complex needs of the people who come through our doors.

Our organization is rooted in a rich history of Jewish values. Our services are not limited to those in the Jewish community, but are available to individuals of all races, ethnicities, and religions and from all economic circumstances. Our dedicated and talented staff reflects the diverse communities we serve.

Position Opening:

Career Consultant

HOPWA Supportive Employment Services

Jewish Family Services is seeking to hire a career consultant for a new pilot in partnership with Columbus Public Health and Equitas Health. The pilot program will serve low-income individuals who are living with HIV/AIDS and receiving housing supports through the federal HOPWA program. The career consultant will work closely with Jewish Family Services colleagues and collaborate with HOPWA housing case managers and medical case managers. Our goal will be to help clients obtain and retain employment so they can become economically self-sufficient.

Jewish Family Services takes a holistic approach to career counseling, providing job search assistance, soft-skill building, and access to other agency and community resources in order to help individuals strengthen their emotional and financial stability and enhance their long-term career earnings and their ability to support their families.

Essential Job Responsibilities

- Provide individual counseling related to vocational exploration, goal setting, problem-solving and addressing barriers to employment
- Model and teach clients to be current, connected, communicative, and consistent (using technology, social media and community resources)
- Provide instruction along with other staff members in computer literacy, job search techniques, life skills, money management, job retention strategies, pre-vocational/career transition opportunities as needed
- Conduct group participation activities to build self-esteem, enhance motivation to complete training, and improve communication skills
- Identify clients' social service needs and provide guidance to community resources
- Maintain current knowledge about resume writing and ability to create professional-looking documents



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- Conduct needs assessments through formal and informal evaluation
- Actively engage in a team environment to achieve programmatic goals
- Track client progress documentation through BestNotes case management system

Preferred Position Requirements

- Related Bachelor’s degree from an accredited university or college, or equivalent work experience
- Related work experience
- Experience with the LGBTQ community and knowledge of resources available to members of that community
- Background in workforce development
- Professional written and oral communication skills
- Ability to maintain thorough documentation
- Demonstrated customer service, facilitation, and personal coaching skills
- Familiarity with the communities being served, social service partners and other community resources available to clients

If you are interested in applying for the position, please send a resume and cover letter to hiring@jpscolumbus.org.

We believe
that we should treat ourselves and each other
with dignity and respect.

We believe
that all people, no matter how different, are connected.

We believe
that people should feel safe in their homes and community.

We believe
that we have a communal responsibility to stand up for each
other,
especially for those among us who are vulnerable.

We believe
that we should speak honestly, straightforwardly and
respectfully.

We believe
that we should respect and accept our neighbors as ourselves.