



## Career Consultant

Jewish Family Services is seeking to hire a career consultant to be a member of a cross-functional team assisting individuals in our training programs to obtain employment by utilizing a holistic approach including: job search assistance, soft-skill building, and access to resources in order to assist individuals in strengthening their identities and increasing long-term career earnings, stability, and ability to support their families.

### **Essential Job Responsibilities**

- Provide individual coaching related to vocational exploration, goal setting, problem-solving and addressing barriers to employment
- Model and teach clients to be current, connected, communicative, and consistent (technology, social media, community resources)
- Provide classroom instruction to participants 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
- Recruit participants from community relationships and develop new referral pipelines.
- Provide retention coaching for participants with new employment – barrier removal, cultural competencies, and employer mediation.
- Identify clients' social service needs and provide guidance to community resources
- Maintain current knowledge about resume writing and ability to create professional-looking documents
- Work with career services team members to develop and coordinate targeted hiring events, networking meet ups.
- Conduct needs assessments through formal and informal evaluation
- Actively engage in a team environment to achieve programmatic goals
- Track client progress documentation through BestNotes, a case management system

### **Preferred Qualifications:**

- Related Bachelor's degree from an accredited university or college, or equivalent work experience
- Related work experience
- Preferred 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

*Jewish Family Services has a mandatory COVID-19 vaccination policy, available on request.*

**If interested in applying for this position, please send a resume and cover letter to [hire@jpscolumbus.org](mailto:hire@jpscolumbus.org).**