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### **Case Manager**

**8:00 a.m. to 4:00 p.m. Monday - Friday**

#### **Program Description:**

Our program offers comprehensive vocational evaluations to individuals with a broad range of disabilities, welfare to work clients, refugees, immigrants and career professionals in transition.

#### **Job Description and Duties:**

Organizes and administers assessment/testing instruments, both individually and in groups, for diverse populations. Clients may receive public assistance and be unemployed. Conducts intake interviews and exit conferences with clients. Writes case notes with recommendations for clients and to referring agency. Works independently and as part of a team.

#### **Qualifications and Position Requirements:**

Experience, knowledge, and skill in evaluating work behaviors, skills, aptitudes, interests, and motivation. Skilled in utilizing a full range of assessment instruments including, but not limited to paper and pencil tests, work samples, and computerized assessments. Excellent Case Management skills. Knowledge of community and labor market resources. Must have strong written and oral communication skills and MS Office proficiency.

#### **Physical Requirements/Working Conditions**

Must be able to operate standard office equipment. Will work in business and classroom settings. Must be able to perform multiple concurrent tasks in a classroom testing setting. Will be working one on one with clients with varying disabilities and providing case notes for each client. Will work off-site one day a week (either Thursday or Friday) at the LAX location.

#### **Education/Certification/Licensure**

B.A. in Social Sciences; B.S. in Rehabilitative Services; or B.A. in a Counseling related field. Bilingual (Spanish) and/or multilingual capabilities are preferred.

#### **Preferred**

Previous experience working with people with disabilities and/or receiving public assistance.

**Please send your resume to [HR@jvs-socal.org](mailto:HR@jvs-socal.org).** Put on subject line: Case Manager - Wilshire