



A rich history of changing lives.

Jewish Family Services helps individuals and families achieve economic independence 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

Supporting Non-Custodial Parents through Economic Mobility

Jewish Family Services is seeking a career consultant to be a member of a cross-functional team assisting individuals 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 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 (technology, social media, community resources)
- Instruct 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.
- Identify clients' social service needs and provide guidance to community resources.
- Maintain current knowledge about resume writing and ability to create professional-looking documents.
- Conduct needs assessments through formal and informal evaluation.
- Actively engage in a team environment to achieve programmatic goals.
- Track client progress documentation through BestNotes, an internal case management system and additional tracking systems agreed on between partners agencies.
- Support monthly progress reports for funder using Microsoft Excel.
- Maintain client files through program participation.



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### Preferred Position Requirements

- Related Bachelor's degree from an accredited university or college, or equivalent work experience
- Relevant work experience
- Background/experience in workforce development
- Professional written and oral communication skills
- Ability to maintain thorough documentation, advanced Microsoft Excel experience a plus.
- Demonstrated customer service, facilitation, and personal coaching skills.
- Familiarity with the communities being served, social service partners and other community resources available to clients.
- Prior experience using CRM software or customer data tracking software a plus.

If you are interested in applying for the position, please send a resume and cover letter to [hiring@jpscolumbus.org](mailto: hiring@jpscolumbus.org) to the attention of Ahmed Abukar, Director of Workforce Development.

**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.

**We believe**

in being fully engaged and "all in."