



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:

### **Talent Development Specialist**

Jewish Family Services is seeking to hire a The Talent Development Specialist to assist individuals in obtaining employment reflecting their skills, capabilities and interests. The Talent Development Specialist will support job seekers by providing job search assistance, soft-skill building, and access to resources in order to help individuals strengthen their identities and increase long-term career earnings, stability and the ability to support their families.

#### Essential Job Responsibilities

- Provide individual counseling related to vocational exploration, goal setting, problem-solving and addressing barriers to employment
- Maintain complete, accurate and timely case notes and related records in manual and or electronic systems
- Quality assurance (QA) of process, filing, and data management
- Determine eligibility, enter data and provide case management
- Model and teach clients to be current, connected, communicative and consistent through the use of technology, social media and community resources
- Assist with 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
- Provide guidance on education and vocational training opportunities
- Actively engage in a team environment to achieve programmatic goals

#### Daily Operation

- Review all reports required for daily completion
- Review scheduled appointments and prepare according to job seekers' needs
- Meet with job seekers for one-on-one job development coaching

#### Preferred Position Requirements

# JEWISH FAMILY SERVICES

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- Demonstrated customer service, facilitation and personal coaching skills
- Bachelor's degree from an accredited university or college or equivalent work experience
- Related work experience, with a preference for experience in workforce development
- Ability to speak language(s) other than English (e.g., Spanish, Nepali, Somali)
- Professional written and oral communication skills
- Ability to maintain thorough documentation and meet deadlines
- Familiarity with the communities being served, social service partners and other community resources available to clients
- Desire to make a difference in the lives of others by helping them envision and embark on a positive and productive future

This position will be providing services from our OhioMeansJob Center office at 1111 E Broad Street.

Jewish Family Services offers a caring work environment, along with competitive wages and a generous benefits package.

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

**We believe**

in being fully engaged and "all in."