



Building better lives. One job at a time.

JOIN US TO HELP OUR COMMUNITY!

JVS Los Angeles offers hope and opportunity to our diverse community through job training, mentoring and education, combined with expert career guidance and employer partnerships, transforming lives and empowering individuals to achieve dignity and independence.

**Case Manager (Vocational Evaluation)
Near LAX & other sites, as necessary**

Job Description and Duties:

Organizes and administers assessment/testing instruments, both individually and in groups, for diverse populations. Clients may have both physical and emotional disabilities, receive public assistance, and be unemployed. Conducts intake interviews and exit conferences with clients. Writes reports 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. Skilled at adapting assessment instruments to the needs of clients. Excellent counseling skills. Knowledge of community and labor market resources. Must have strong written and oral communication skills and MS Office proficiency. Flexible work schedule.

Physical Requirements

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. To work Friday and Monday mornings, other times may vary.

Education/Certification/Licensure

B.A. in Rehabilitation Counseling; B.A. in a Counseling related field or B.A. in Social Sciences and one year of counseling experience under certified supervision or relevant certification: CRC, CVE, NCCC, NBCC, PPS).

M.A. in Rehabilitation Counseling or Counseling related field or relevant certification.

EOE, good benefits

Please send your resume to HR@jvsla.org Put on subject line: CM Voc Eval

