



Jewish Family Services
of silicon valley

Career Counselor Position Opening

Jewish Family Services of Silicon Valley (JFS SV) is seeking a Full-Time **Career Counselor** to assist with employment preparation and job development for recently-arrived refugees in the Connections to Work program. We are seeking a team player who enjoys helping people become self-sufficient and start new chapters in their lives.

Your job responsibilities include conducting intake and assessment, career counseling, résumé writing, interview preparation, creating linkages with potential employers, and helping clients overcome barriers to success.

You must be **caring, friendly, positive, flexible and highly organized**, with the ability to multi-task on a regular basis. Salary is commensurate with experience.

Requirements:

- ❖ MS in Career Counseling (or related field) from an accredited university
- ❖ Prior experience working with immigrants and refugees
- ❖ Demonstrated ability to work independently and on a team
- ❖ Strong written and verbal communication skills, including knowledge of Microsoft Office
- ❖ Two years experience career counseling/job development fields
- ❖ Valid California driver's license
- ❖ Bilingual Farsi, Amharic or Arabic a plus

Résumés to: jobs@jfssv.org

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Our Mission:

Jewish Family Services of Silicon Valley empowers individuals and families facing life's challenges by providing quality human services inspired by Jewish values.

Our Vision:

Jewish Family Services will ensure that children, adults, and families in our community have access to affordable and meaningful professional services. Everyone will be treated with dignity and respect. JFS will provide a broad range of social services to help people thrive.