

Lead Career Coach – Disability Services Team

Jewish Vocational Service (JVS), a non-profit workforce development organization, is seeking a qualified candidate for a Lead Career coach position for the Disability Services Team.

Position Summary: Under the direction of the Director of Community Engagement and Disability Services, the Lead Career Coach strengthens and grows key partnerships, supervises and supports direct service staff, tracks and reports all relevant program data and outcomes and evaluates programmatic successes. The Lead Career Coach provides a full continuum of services including job search assistance and placement, career coaching and job development to clients in the Disability Department. They work collaboratively with all community partners to serve clients through the Anti-Poverty Initiative. The Lead Career Coach institutes any necessary upgrades and changes to insure success of the program, creates documents for submission to JVS leadership, funders, evaluators and other stakeholders. This individual must have a strong knowledge about issues related to individuals with significant barriers to employment. They are a part of a larger JVS team that supports employment, training and education needs of clients and employers.

Please apply through our Careers at JVS page: <https://www.jvs-boston.org/careers-at-jvs/>

Minimum Qualifications and Experience:

- Master's in Social Work or other related field preferred or equivalent experience
- 3-5 years of experience working with individuals with a disability
- 1-3 years of experience in workforce development or related field required
- Strong working knowledge of Microsoft Office Suite
- Strong interpersonal, communication and organizational skills are required
- Ability to work independently and as part of a team is required
- Ability to work effectively with staff and clients from diverse cultural, socio-economic, ethnic and educational backgrounds is required
- Ability to deal tactfully and effectively with a diverse group of clients at all levels of the organization
- Demonstrated and effective presentation and facilitation skills are required
- Knowledge of community resources and web-based resources preferred

JVS BENEFITS: All employees who work 20 or more hours at JVS have access to our benefits. Learn more about our great benefits at our Careers page.

JVS CULTURE: JVS is strongly committed to diversity and a workplace environment that respects, appreciates and values employee differences and similarities. By providing and supporting a work culture that fosters and builds upon diversity and its strengths, JVS will better serve our local communities and continue to provide quality services.

JVS is an employment at-will organization and an equal opportunity employer committed to maintaining a work and learning environment free from discrimination on the basis of sex, race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, JVS prohibits retaliation against an applicant or employee because he or she has engaged in protected activity under the statutes prohibiting discrimination in the workplace.

Thanks and regards,
-JVS Human Resources Team!