

The AJC's Director of Jewish Family Services JOB DESCRIPTION

POSITION SCOPE

The Director of Jewish Family Services provides services to the Atlantic Canadian Jewish community, encompassing the Jewish communities of Nova Scotia, New Brunswick, Prince Edward Island and Newfoundland and Labrador. In this role, the Director of Jewish Family Services will support community members' various human service needs, including assistance with questions, crisis management, navigation through existing local human service support agencies, referrals, and follow-up as needed.

As this is a first time posting for this position, the Director of Jewish Family Services will also assess the kinds of services and supports needed by the community and help to determine what might be required beyond this first appointment. In so doing, the Director of Jewish Family Services will collect data to inform a community needs assessment (including through surveys, focus groups, and one-on-one conversations with Rabbis and other community referral sources) and research other Jewish family service models in similar-sized Jewish communities.

The Director of Jewish Family Services will report to the Executive Director of the Atlantic Jewish Council and will receive guidance from the AJC's Jewish Family Services Advisory Committee, consisting of experts in the fields of human and social services. As a member of the Atlantic Jewish Council's team, the Director of Jewish Family services will have access to all resources and supports available within the organization. Additionally, the Director of Jewish Family Services will have access to supports, networking, and professional development opportunities, including those provided by the Network of Jewish Human Service Agencies.

The Director of Jewish Family Services keeps up-to-date documentation, prepares, quarterly and annual service reports, develops and tracks service outcomes for evaluation and reports on grants as required.

TYPICAL DUTIES

A. Provides information and support services to individuals and families.

- Provides assistance and support to individuals and families during difficult and crisis situations;
- Provides navigational support with supports and programs, makes referrals, and advocates on behalf of clients. The social worker will help people apply for and obtain certain benefits and services, such as Income Assistance/Employment Insurance and other financial services, and aid community members in accessing medical care, transportation, meals, mental health services, home care,, etc.;
- Works with volunteers to regularly conduct wellness checks for specific individuals and families;

- Ensures that all interactions with clients are carried out in a safe and dignified manner;
- Familiarizes themselves with all available resources in multiple sectors (homecare, hospital care, continuing care, palliative care, rabbinical/pastoral care) and develops strong relationships with key members of these sectors through regular networking;
- Maintains client confidentiality and privacy.
- Provides limited, confidential, one-time emergency funding, according to set guidelines.

B. Develops, supports, and engages a team of volunteers to help with human service needs within the Atlantic Jewish community.

- Recruits and trains volunteers eager to help with Jewish human service work in Atlantic Canada;
- Ensures all volunteers successfully pass a vulnerable-sector criminal record check;
- Regularly assigns volunteers appropriate tasks, and conducts follow-up;
- Keeps volunteers engaged and motivated;
- Frequently thanks volunteers for their efforts.

C. Assesses both short- and long-term human service needs of the Atlantic Canadian Jewish community.

- Determines the needs and gaps being experienced by community members by collecting data to inform a community needs assessment;
- Develops policies, procedures, and systems for the position that reflect current practice standards and best practices. Makes recommendations on longer term priorities and resources required to close those gaps;
- Recommends, promotes and develops community partnerships;
- Facilitates effective partnerships with community, private and government stakeholders;

D. Keeps records, prepares reports, correspondence, and presentations.

- Assists the Executive Director in the preparation of monthly, quarterly and annual statistical reports, as required;
- Responsible for maintaining confidential up- to-date client records as per Registered Social Worker Standards of Practice;
- Collects data/metrics from year to year, as to how social work service time is most needed to plan for future resource accommodation and funding.
- Develops a resource manual for personal reference, with copy to be provided to the AJC.
- Collects metrics;
- Performs other duties as required.