



**Position:** Director of Seniors Services & Home Support

**Department:** Seniors Support Services

**Reports to:** Chief Executive Officer

### **Position Summary:**

Jewish Family Services (JFS) offers a dynamic and seasoned professional the opportunity to manage and grow the Seniors Support Services and Home Support Programs. Both are well established, with an excellent reputation for comprehensive and responsive service. The agency welcomes a visionary who has enthusiasm for innovation and inspirational leadership.

Key Responsibilities include fiscal and program management, human resources and community development. Candidate should have a Social Work or Health Care background with a minimum of ten years of experience in the field.

### **Jewish Family Services:**

JFS has been enhancing the quality of life for individuals and families in the Lower Mainland for 81 years. The agency delivers a continuum of social service programs to the Jewish and broader community, throughout the Lower Mainland. JFS has a long-standing reputation for creative and professional response to community needs.

JFS Seniors Support Services Program assists seniors and their families to Navigate the Aging Journey. Our programs and services assist seniors to age in place. We currently employ four outreach counsellors and a congregate meal facilitator who provide information and referral, assessments for financial aid, care management, advocacy, counselling, social opportunities, and meal programs. Funding is from a variety of sources including UWLM, City of Vancouver, Jewish Federation of Greater Vancouver, VCH, and several private foundations. Over the last 15 years, the JFS Home Support fee-for-service program has grown 10% annually, and now employs six administrative staff and 80 hourly employees. We offer the complete range of home help, including live-in brokering. This position offers opportunity for further expansion and innovation.

### **Duties and Responsibilities:**

- **Leadership:**
  - support and coach a highly functioning team of 10 staff, with seven direct reports;
  - ensure quality service and develop responses to new community needs;
  - conduct informal and yearly performance reviews;
  - recruit and hire new positions as needed.
- **Fiscal Management:** oversee a budget of \$2M+. Funding includes grants, Claims Conference and client fees. Candidate will be required to develop and manage budget and financial reporting to funders and CEO.

- Programming: develop, manage and evaluate fee for service Care Management and Live-In Brokering. Work with the Home Support Manager to evaluate the growth and scope of the Home Support program, and respond to emerging needs in the senior population.
- Community Development: explore and expand strategic collaboration and partnerships.
- Management: contribute to the management team, assist other Directors and the CEO in maintaining and improving the delivery of excellent social services.

**Requirements:**

- Knowledge of seniors issues and current services both at neighbourhood, municipal, and provincial levels
- Ability to research funding opportunities and complete grant applications and reports
- Excellent communication skills, both oral and written
- Proven leadership of teams, projects, and/or social enterprises
- Ability to complete needs assessments, program development and evaluations
- Knowledge of and/or demonstrated interest in Jewish culture and traditions is a benefit
- Competency and enthusiasm to provide some direct service (i.e. care management and geriatric assessment)
- Entrepreneurial approach and ability to think creatively

**Education/Experience:**

- Graduate degree in Social Work, Nursing, or other health discipline
- A minimum of ten years of experience working with seniors, preferably in not-for-profit setting
- Experience in staff supervision and community development

**Compensation:**

This is a full-time position, 35 hours per week. Salary is commensurate with experience.

**To Apply:**

If you are qualified and interested in this opportunity, please forward a cover letter and resume quoting “Director of Seniors Services & Home Support” to Jennifer Price, Manager of Administration at [jprice@jfsvancouver.ca](mailto:jprice@jfsvancouver.ca) by July 16, 2018. Please note that only qualified candidates considered for interviews will be contacted.