



**Position:** Director of Counseling and Care Services

**Department:** Counseling & Care Services

**Reports to:** CEO

### **Position Summary**

JFS seeks a Director of Counseling and Care Services to be responsible for overseeing the JFS case management and clinical program and supervising, consulting and supporting staff that provide case management and clinical services. The Director is responsible for program development, daily operations, quality assurance and financial accountability. As a member of the Management Team, the Director participates in the development and implementation of strategies that advance the agency mission.

### **JFS**

JFS has been enhancing the quality of life for individuals and families in the Lower Mainland for over 80 years. The organization delivers a range of social services throughout the Lower Mainland. JFS is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, or disability status.

### **Duties and Responsibilities**

#### **Supervisory Practice:**

- Oversee a team of 15-20 employees providing direct services to the community
- Supervise Care Services Manager who will assist with daily supervision of the Care Services team as well as programmatic oversight for both departments
- Regular supervision with care managers and therapists; one-on-one or in group as appropriate
- Oversee implementation and ongoing execution of initiatives, programs and activities
- Identify needs for training, consultation and staff development. Work with Director of Operations to implement suggestions
- Set objectives and workload expectations for staff. Regularly monitor staff performance
- Conduct annual Performance Reviews
- Provide ad hoc case management supervision to other staff members in need of support

#### **Management Team Responsibilities:**

- Work in partnership with directors to maintain good communication across departments
- Keep informed, and keep the CEO informed of developments and trends outside of the agency that have a bearing on the interests of clients and services
- Participate in regular Management Team meetings
- Collaborate with other Directors to promote consistency in expectations, policies and procedures
- Conduct annual Strategic Planning for your departments
- Evaluate programs/services based on planning and expectations
- Prepare reports on caseload activities as required

- Assist in the development of goals, objectives, policies and procedures within the department and for JFS as required
- Assist in the preparation of departmental budgets and ensure budget compliance
- Liaise with community agencies, institutions and other professionals to develop programs and relationships as required

### **Requirements & Qualifications**

- Master's Degree from an accredited college or university in social work, psychology, counselling or equivalent social services field
- Minimum 5 years of Clinical Supervision
- Minimum of 3 years' experience in administration, program development and or training and education
- Minimum 5 years' experience working in social services
- Current licence and/or registration in professional organization
- Excellent verbal, written communication skills
- Outstanding critical thinking and creative problem solving skills
- Ability to manage, direct and lead clinical or para-clinical teams
- Public speaking and teaching experience
- Familiarity with Jewish culture an asset

### **Compensation**

This is a part-time position, 28 hours per week. Salary is commensurate with experience.

### **Start Date**

November 2020

### **To Apply**

If you are qualified and interested in this opportunity, please forward a cover letter and resume quoting "Director of Counseling and Care Management" to Rachel Shanken, Director of Administration at [rshanken@jfsvancouver.ca](mailto:rshanken@jfsvancouver.ca). Application deadline is October 23, 2020. Please note that only qualified candidates considered for an interview will be contacted.