



CLAIMS CONFERENCE PROGRAM COORDINATOR SENIORS SERVICES

Position Summary

JFS seeks an experienced case manager/program administrator to join a passionate, caring team providing comprehensive services to seniors; primarily Holocaust survivors. The Care Manager will provide direct case management and will be responsible for coordinating all aspects of the Survivor program; including budgeting, administration and monitoring of services. This is an exciting opportunity for an individual who is passionate about supporting vulnerable seniors.

About Us

JFS has been enhancing the quality of life for individuals and families in the Lower Mainland for over 80 years. Our mission is to provide essential supports fostering the social, physical and emotional wellness of individuals and families most in need. Join us to make a meaningful impact by proactively addressing challenges, embracing change, and uplifting lives. JFS is an equal opportunity employer. All applicants will be considered for employment regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, or disability status.

Benefits & Compensation

JFS offers a competitive benefits package including generous paid time off, paid sick days, paid health and dental benefits, and RRSP matching. This is a full-time position, 35 hours per week. Salary is commensurate with experience.

Duties and Responsibilities

Reporting to Director of Programs and Community Partnerships, the Claims Conference Program Coordinator will be responsible for:

Program Coordination

- Become an expert in and comply with all rules and regulations of the Claims Conference for all services provided to Holocaust Survivors
- Administer and monitor new Survivor intakes to ensure adherence to Claims Conference policies and processes
- Monitor budget and financial requests for services related to the Claims Conference Program; prepare reports as needed for manager and funders
- Ensure all required documents for Claims Conference are completed and in client files
- Input data into reporting systems and maintain notes in agency database
- Organize and facilitate Holocaust Survivor Advisory meetings

Care Management

- Conduct comprehensive new client intakes to assess physical, psychosocial, financial and housing needs



- Provide ongoing care management to clients. Serve as a client advocate to health professionals and wider systems, liaise with family and provide support to adult children
- Make appropriate referrals to public supports/programs and assist or advocate for client in accessing these supports
- Facilitate Survivor groups; both therapeutic and administrative
- Participate in agency care management team meetings

Community and Public Relations

- Network and collaborate with community agencies, committees and senior resources
- Develop and maintain accessible resource materials for Survivors

Requirements and Qualifications

- Diploma in Community Social Services and/or equivalent education, with a minimum of two years related work experience in the geriatric field
- Knowledge or demonstrated interest in Jewish history, culture and traditions
- Experience facilitating groups preferred
- Experience managing budgets
- Strong written, listening, oral communications skills and computer skills
- Russian language skills an asset
- In depth knowledge of relevant community resources, service providers and networks
- Strong interpersonal, networking and leadership skills
- Ability to work cooperatively in a non-profit organization
- Organizational and time management skills and ability to work independently
- Car and valid driver's license required
- Criminal record check required

Start Date

July 2021

To Apply

If you are qualified and interested in this opportunity, please forward a cover letter and resume quoting "Claims Conference Program Coordinator" to Rachel Shanken, Director of Operations at jobs@jfsvancouver.ca by June 28, 2021. Please note that only qualified candidates considered for an interview will be contacted.