



MANAGER OF CARE SERVICES

Position Summary

JFS seeks a Manager of Care Services to provide leadership and oversight for our Care Services programs; including Case Management, Housing Support and Counseling. The Manager will work closely with the Director of Care Services and will be responsible for the day-to-day task supervision and management of the Care Services programs. This is a dynamic role and an exciting opportunity for an individual with experience in managing social service teams.

JFS

JFS has been enhancing the quality of life for individuals and families in the Lower Mainland for 83 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 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.

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 the Director of Care Services, the Manager of Care Services will be responsible for:

- Providing the Director with proactive assessments of challenges and needs and developing and implementing plans to address the needs of the teams
- Providing day-to-day individual and group supervision with staff
- Holding weekly team meetings with staff
- Managing and implementing the ongoing execution of initiatives, programs and activities
- Guiding staff in reaching programmatic goals and objectives
- Assisting with reporting and proposals
- Conducting regular evaluations and analysis of program activities and progress
- Overseeing proper use of client database
- Other tasks as assigned

Requirements and Qualifications

- Degree from an accredited college or university in social work, psychology, counselling or equivalent social services field
- Minimum of 2 years' experience in administration, program development and or training and education



- Minimum 5 years' experience working in social services case management
- Proven experience managing staff
- Ability to maintain calm demeanor in stressful work situations
- Experience working with a diverse population
- Experience working with individuals living with mental health and/or addiction issues
- Must have good interpersonal skills and direct, effective communication skills
- Excellent organizational skills with attention to detail
- Familiarity with government, Jewish and general community resources an asset
- Ability to work independently and collaboratively as part of a team
- Ability to occasionally work evenings and weekends
- Knowledge of Microsoft Office (Word, Excel, Outlook, etc.) and database

Start Date

November 2021

To Apply

If you are qualified and interested in this opportunity, please forward a cover letter and resume quoting "Manager of Care Services" to Rachel Shanken, Director of Operations at jobs@jfsvancouver.ca. Deadline for application is November 8, 2021. Please note that only qualified candidates considered for an interview will be contacted.