



**JOB DESCRIPTION**

Title:	Program Manager – Loss, Illness, Spiritual Supports
Agency:	JCFS Chicago
Departments:	Jewish Community Services
Reports To:	Senior Director of Community Services or their designee
How to Apply:	<a href="https://recruiting2.ultipro.com/JEW1002/JobBoard/d02ef047-eef4-417a-8aea-0cba56e6f472/OpportunityDetail?opportunityId=d81901cf-9ed1-4989-92c0-a8cab314df09">https://recruiting2.ultipro.com/JEW1002/JobBoard/d02ef047-eef4-417a-8aea-0cba56e6f472/OpportunityDetail?opportunityId=d81901cf-9ed1-4989-92c0-a8cab314df09</a>

**Purpose:**

The Program Manager will have the responsibility of guiding, providing, and strategically envisioning loss, illness, suicide prevention, and spiritual (including Jewish chaplaincy) programs and services to support Jewish individuals, families and communities.

Success will be measured in terms of existing loss, illness and spiritual program growth and stability, development of new programs/services, and successful integrative effort with all Jewish Community Services, agency programs, and external collaborations.

**Responsibilities:**

High Impact Service Delivery

- Provide timely and appropriate information and support to individuals and families seeking information, resources and referrals
- Envision and facilitate psycho-educational groups and other support vehicles for individuals impacted by illness and loss
- Design and present professional education and community programs that focus on illness, loss, chaplaincy, suicide, and healing
- Provide consultation to JCFS and other Jewish and community agency and congregational professionals and lay leaders

Collaborative Effort

- Cultivate and strengthen relationships with a diversity of community partners including Chicagoland independent and assisted living facilities, hospices,

hospitals, and other healthcare facilities; Jewish community agencies, the Jewish Federation, synagogues, and other institutions; relevant national programs; donors and key stakeholders

- Guide seamless synergetic effort with agency programs
- Facilitate an illness, loss and spiritual supports cross-agency Steering Committee and other relevant committees and work groups

#### Management and Leadership

- Provide staff with clinical and programmatic guidance, supervision, and performance evaluation
- Keep abreast of current trends, innovations and research
- Identify, investigate and recommend new paths for programming to address emerging community needs
- Work with the Marketing & Communication department to define appropriate messaging and materials in order to heighten programmatic impact
- Work with the Continuous Quality Improvement department to measure, monitor and ensure strong clinical and related program outcomes

#### **Requirements**

- Masters' Degree in Social Work, Counseling, or equivalent from an accredited College/University
- Clinical bereavement/loss expertise required; 3 plus years experience preferred
- Knowledge of Jewish death and mourning laws and traditions
- Strong organizational, verbal, written and presentation skills
- Minimum 2 years program oversight and staff supervision experience
- Comfortable working across the diverse denomination, affiliation and geographic Chicago-area Jewish community
- Flexibility with scheduling including significant evenings and Sundays
- Ability to travel to various sites