



JOB OPPORTUNITY

Part Time (75%) or Full Time

Available Immediately

September 2020

DIRECTOR OF CLINICAL SERVICES

Purpose: To direct clinical services department of JFS; to offer responsive and innovative interventions supporting individuals of all ages and families with life's challenges and transitions.

Responsibilities:

- Provide leadership and guidance to clinical staff and interns
- Work closely with President & CEO to coordinate and manage agency billing and recordkeeping standards, and develop departmental strategies and tactics
- Manage program development, fiscal budget and performance improvement
- Work with Finance Director to manage billing service and policies
- Management experience with telehealth
- Provide individual, family and group counseling and case management
- Serve as primary liaison and weekly clinical support to local Jewish day schools
- Assist Jewish elders and their families with case management and resources.
- Assist individuals and families coping with crises by offering case management and counseling interventions; provide information and referral services as needed.
- Collaborate with existing community resources; utilize Healthy Together network and referral resources
- Complete and maintain timely and accurate client and administrative records according to JFS policies and procedures.
- Be reasonably available for client emergencies.
- Direct department meetings and participate in agency staff meetings and learning opportunities.
- Understand and practice agency mission and values.

Qualifications:

- Master's or Doctorate in Social Work, Psychology or Mental Health Counseling,
- Licensed to practice in New York (LCSW-R preferred; RN, LCSW, LMHC, LMSW, PhD or PsyD considered)
- Experience working with a range of clinical issues impacting people at various life cycle stages

- A high degree of clinical judgment, creativity and initiative
- Able to work flexible hours, including potential for some evenings
- Ability to successfully engage and clinically work with a broad range of clients with varied issues
- Demonstrated ability to perform job responsibilities
- Two years minimum supervisory experience
- Three years senior services and / or case management
- Familiarity with Greater Capital District Jewish Community a plus, not required
- One year minimum working with children
- Excellent communication and presentation skills
- Prior experience providing service to older adults
- Prior community outreach experience
- Ability to collaborate effectively with team members and outside agencies and service providers
- Proficient with Microsoft Office
- Valid NY driver's license, reliable vehicle
- Willing to learn new software for recordkeeping and billing

All potential employees of Jewish Family Services are subject to a criminal background check.

For consideration, please submit a resume and cover letter to:

Please send cover letter and resume to:

**Human Resources
Jewish Family Services
877 Madison Avenue
Albany, NY 12208**

or

jginsburg @ jfsneny.org

Jewish Family Services is a non-sectarian human service organization founded in 1854 with a mission to strengthen individuals, family and community. We provide professional services to assist all individuals and families coping with life challenges and transitions.