



SYRACUSE JEWISH
FAMILY SERVICE
AT MENORAH PARK

Director of Syracuse Jewish Family Service

Syracuse Jewish Family Service is a 501(c)(3) entity founded in 1891 and incorporated in 1939. Today, under the umbrella of the Menorah Park continuum of care, SJFS offers holistic, wellness-oriented social and human services to all residents of CNY, without regard to race or creed.

As the human services arm of the Jewish community, the Jewish Home and the other members of the 36-acre Menorah Park campus, SJFS is dedicated to holistic, preventive, wellness-oriented integration of social and human services. SJFS helps individuals and families in the Jewish and general communities maximize their self-determination, realize their potential and live with dignity. SJFS is guided by the Jewish values of community, family, respect, and autonomy, and promotes these values through programs that preserve and strengthen individual and family well-being.

Our Vision

We envision a community in which individuals, especially older adults, with and without cognitive impairment, and their care partners and support networks

- Maintain nutritional, cultural, social and spiritual well-being at the highest possible level of independence;
- Can live at home safely or make safe transitions into an appropriate level of care;
- Enjoy emotional well-being, quality of life, and the highest cognitive functioning;
- Are free from depression and have the skills and supports to achieve their goals;
- Have a sense of positive well-being; and
- Are socially resilient (have the capacity to foster, engage in, and sustain social relationships and the capacity to endure and recover from stressors and social isolation).

If you're looking to be a part of a friendly team that delivers interdisciplinary quality care, Syracuse Jewish Family Service at Menorah Park might be the right place for you.

OVERVIEW:

The Director of Syracuse Jewish Family Service is the agency's chief executive, and is directly responsible for the agency's overall administration including staff development, financials and reporting. Also, works closely with the Board of Directors and the community.

RESPONSIBILITIES:

Develop and maintain procedures necessary to guide all phases of the agency's operation.

Hire, direct, supervise and evaluate all professional and support staff.

Manage the agency's financial operations.

Present periodic and annual reports to the agency's Board of Directors.

Create, plan, execute, supervise and evaluate all agency programs and services.

Develop sources for program funding including grants, fundraising, and direct and third-party payment systems. Maintain a liaison with said sources.

Provide for supervision and controls of quality and quantity in services rendered by staff.

Develop and supervise inservice training for the professional development of staff.

Develop and maintain systems to ensure proper maintenance of client and program records, document and accurately report program, service statistics, agency fiscal operations, ongoing public relations program for the agency.

Maintain a liaison with Universities and Colleges for the recruitment and placement of graduate interns in the agency and with other community agencies and organizations.

Direct recruitment and supervision undergraduate and graduate interns placed in the agency.

Develop, administer and maintain policies and procedures.

Provide leadership, technical expertise and information necessary to assist the Board in the discharge of its responsibilities.

Report to the Board, all required programs, service and financial information relevant to the operation of the agency and recommend new programs and policies.

Attend scheduled meetings of the Board of Director and Board committees.

Provide staff support for the agency's Board of Directors and its committees.

Assist in the preparation of agendas and arrange committee meetings with committee chairpersons and Board Officers.

Assist with the recruitment, orientation and involvement of lay leadership and volunteers to serve in a meaningful capacity in the agency.

Represent and interpret the agency and its programs and services to the general and Jewish communities.

Develop and maintain relationships with local, state, national, and other professional networks and associations in several contexts: Jewish communal service, human services, aging services, geriatric health and mental health care.

Represent the agency at appropriate professional and community conferences and meetings.

Develop and maintain a close relationship with referral sources such as: health care providers, clergy, school personnel, and other community agency personnel.

Participate in the community's social needs/services planning, and in the community's development of sound social services policy affecting individuals, families and children, and in particular older adults and their supports.

REQUIREMENTS:

Education:

Bachelor's Degree, Master's preferred, with emphasis on geriatrics, psychotherapy, care management, public policy, and/or business (including nonprofit) preferred.

Experience:

Must maintain a high-level command of professional and policy-based issues and trends in Jewish communal service, human services, aging services, and geriatric health and mental health services.

Must possess emotional stability and be able to function smoothly and effectively and concentrate with many distractions, in a complex, multi-layered institutional and programmatic environment.

Possess understanding, patience, and tact dealing with staff, clients and families.

Benefits:

Salary: Depending on Experience and Qualifications

401k with Match

Health/Dental

Paid Vacation, Sick and PTO

Please submit a cover letter and resume' to klafex@menorahparkofcny.com

We are an equal opportunity employer and prohibit discrimination/harassment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.