



A rich history of changing lives.

Jewish Family Services helps individuals and families achieve economic independence and emotional stability. We provide a unique combination of mental health and workforce development services, using a person-centered approach to tailor services to meet the complex needs of the people who come through our doors.

Our organization is rooted in a rich history of Jewish values. Our services are not limited to those in the Jewish community, but are available to individuals of all races, ethnicities, and religions and from all economic circumstances. Our dedicated and talented staff reflects the diverse communities we serve.

Position Opening

Family Stabilization Specialist – Contractor

The Family Stabilization Specialist will assist clients in need of emergency rent and utility assistance by collecting and processing documentation while managing communication across all involved parties. They will become a vital member of a diverse team by ensuring individuals and families maintain their housing during the COVID 19 pandemic. This position is fulltime (37.5 hours per week) contracted through December 2021.

Primary Duties and Responsibilities

- Conduct interviews with clients over the phone and in person to determine program eligibility
- Complete rental and utility assistance applications in Allita360 and ensure all documentation is submitted in a timely manner
- Problem solve with clients regarding additional needs and refer to community resources and/or JFS programming
- Provide quality customer service and treat all callers with dignity and respect
- Communicate with JFS staff, service providers, and landlords regarding application requirements and status
- Attend external meetings and stay up to date on ERA Program guidelines and changes across all community partners
- Follow HIPAA regulations to ensure client confidentiality

Preferred Qualifications

- Associate degree in Social Work or related field or combined experience with CHW credential



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- Experience conducting intakes or assessments in social services
- Commitment to supporting diverse and vulnerable populations, including individuals and families living in poverty
- Ability to navigate a complex online application system and maintain electronic documentation
- Excellent written and verbal communication skills
- Familiarity with community resources and social service partners in Central Ohio

If interested in applying for this position, please send a resume and cover letter to *Lydia Daniels* at [hiring@jfscolumbus.org](mailto: hiring@jfscolumbus.org).

We believe

that we should treat ourselves and each other with dignity and respect.

We believe

that all people, no matter how different, are connected.

We believe

that people should feel safe in their homes and community.

We believe

that we have a communal responsibility to stand up for each other,
especially for those among us who are vulnerable.

We believe

that we should speak honestly, straightforwardly and respectfully.

We believe

that we should respect and accept our neighbors as ourselves.

We believe

in being fully engaged and "all in."