



Jewish Family & Children's Service of the Suncoast, Inc.
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www.JFCS-Cares.org

Our Mission Statement:

JFCS empowers individuals and families toward well-being and self-reliance by providing mental health and human services as guided by the Jewish tradition of helping all people.

Jewish Healing Program (JHP)

Position:

Part – Time Coordinator of Jewish Financial Assistance and Case Management

JOB DESCRIPTION:

Provide case management, financial assistance, and referrals to members of the Jewish community who are experiencing urgent financial needs. Also, provide Jewish care management for a variety of needs including guidance to clients and families regarding moving to a new living situation, offering expertise relating to challenging family situations and circumstances in regard to ageing, health, housing and other issues.

JOB TITLE: Coordinator of Jewish Financial Assistance and Jewish Care Management

PROGRAM AREA OR DEPARTMENT: Jewish Healing Program

Accountability: Jewish Healing Program Director

Job Summary/Function:

Provide case management, financial assistance, and referrals to those in the Jewish community who are deemed eligible for financial assistance, work closely with the Director of JHP to evaluate resources to be allocated to clients, provide guidance in regard the management of issues associated with members of the Jewish community facing ageing, health, housing and other issues. Cultivate relationships and utilize a wide range of agencies and community resources available to clients. Maintain a close relationship with The Jewish Federation which sponsors this position.

Experience : 2 years' experience in Human Services field, preferably in case management

Physical Requirements: Ability to drive to home visits and within the community.

Education: Bachelor's degree in Human Services or related.

Duties & Responsibilities:

- Work closely with Program Director in screening and assessing case management clients, determine whether client is eligible for the program
- Recommend appropriate use of allotted resources for clients who are determined eligible
- Engage clients in the appropriate case management model, establishing goals and working toward meeting those goals including safe environment and financial self-sufficiency
- Provide crisis intervention services for families to avert crises
- Establish a trusting relationship with client and family so that individual care issues and/or crisis can be managed effectively and with sensitivity to client/family voice and choice
- Case records must be current and in accordance with JFCS professional standards
- Work closely with Program Director in establishing and determining ongoing outcome measures for the program, tracking and submitting statistics
- Comply with all agency policies and procedures regarding confidentiality and the release of Protected Health Information (PHI) as required by the Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- Respond to intakes within 24 hours or next business day
- Adjust schedule as needed for client in-office or home visit appointments
- Market the programs within the Jewish Community

Required Skills:

- Ability to relate well with others
- Work professionally with clients and colleagues
- Good time management
- Ability to deescalate clients who are experiencing intense emotions
- Ability to prioritize and follow through with multiple tasks
- Ability to document in timely fashion
- Computer proficiency
- Valid driver's license

Training Requirements:

- Receive training and demonstrate competency in:
 - accessing financial and other community resources;
 - identifying the impact of the socioeconomic environment on the service population; and
 - empowering service recipients and their families to advocate on their own behalf.
- All JFCS and COA required HIPAA and other trainings on annual basis

Classification: Full time 37.5 hours, non-exempt

Employee Signature

Date