



POSITION DESCRIPTION

Director of Human Services

Jewish Family Service of Columbia seeks a caring, collaborative, and dynamic Director of Human Services to lead the delivery of client-based services, along with programs for Jewish individuals and families living in the Columbia metropolitan area. The successful candidate will have a proven track record of effectively managing the competing needs of a community-based service organization.

The Director is an adept critical thinker and strategic planner who possesses well-developed cultural and interpersonal competencies, is results oriented, and is highly skilled in clinical service delivery systems and management.

OUR MISSION

The mission of Columbia Jewish Federation is to engage and strengthen our community to build a vibrant Jewish future. Our vision is that of a thriving Jewish community that is welcoming, inclusive, informed, educated, and engaged.

A focal point of this mission is Columbia Jewish Federation's role as the umbrella organization for Jewish philanthropic, human service, welfare, educational, cultural, community relations, and community-wide activities.

The community service centers of Columbia Jewish Federation include Columbia Jewish News (CJN), Jewish Community Relations Council (JCRC), and Jewish Family Service (JFS).

JEWISH FAMILY SERVICE

JFS of Columbia is a service center of Columbia Jewish Federation. It plays a pivotal role in developing and sustaining a vibrant, connected, educated, and inclusive Jewish community. JFS develops and provides services that develop and enhance the wellbeing of Jewish adults, children, youth, families, and seniors in the Columbia metropolitan area. It is a Network of Jewish Human Service Agencies (NJHSA) member.

POSITION DESCRIPTION

Dedicated to the mission, vision, and core values of Columbia Jewish Federation and its JFS, the Director of Human Services is a senior management position reporting to the Executive Director. The Director provides overall leadership and direction to all JFS clinical programs and human service initiatives and outreach. The Director provides individual, family, group, and adjunctive case management, counseling, and support group facilitation. The Director builds connections with affiliate and partner organizations in the community and identifies and works with service providers to assess and address the needs of the Jewish community of Columbia.

CORE DUTIES, FUNCTIONS, AND RESPONSIBILITIES

- Oversee the human service operations, strategy, and impact of JFS and Columbia Jewish Federation, including intake, assessment, case management, counseling, and referral services.
- Provide individual, family, and group counseling and case management as needed.
- Assess human service need in the Jewish community and develop services to address these needs.
- Work collaboratively and strategically with the JFS board to coordinate and manage clinical services billing and recordkeeping, and to develop center strategies, ensuring accurate and timely reporting to its chairperson.
- Identify and collaborate with affiliate agencies, service providers, and other community resources within and beyond the Jewish community to build collaborative relationships to strengthen and expand the human services impact of JFS, and to develop a network of external service providers with the capacity to provide necessary services.
- Oversee existing and develop new outreach initiatives and emergency aid programs, among them the Food Pantry, Shabbat Meal, and Transportation Service programs, and others that may be developed.
- Complete and maintain accurate and timely client and administrative records per established policies and procedures.
- Understand and practice agency mission and values to ensure full compliance with local, state, and federal regulations.
- Act as designated Federation representative on task forces, community service groups, etc., related to program purposes and activities.
- Provide consultation and education services to communal organizations and groups as needed.
- Attend inter-agency meetings and conferences, as necessary.
- Abide by the NASW Code of Ethics.

EXPERIENCE & QUALIFICATIONS

- LCSW, LSW, MSW, or equivalent qualification necessary to professionally serve as Director of Human Services. Licensure or eligible for licensure in South Carolina.
- A minimum of five (5) years of management and professional experience directly related to providing human services to a diverse client base.
- Demonstrated excellence in grant writing and submission.
- Excellent presentation, speaking, and writing skills, including proficiency in appropriate software applications, including Excel, Outlook, PowerPoint, Teams, and Word.
- Extensive appreciation of Judaism and the culture, traditions, and values of the Jewish people.

SALARY RANGE

Compensation is commensurate with experience and qualification in the \$60,000 to \$75,000 per annum range (1.0 FTE), plus benefits approved by the Board of Trustees as part of its Employment Manual.

APPLICATION INSTRUCTIONS

Interested candidates should send a cover letter and resume to jfs@jewishcolumbia.org

Columbia Jewish Federation is an equal opportunity employer.
All qualified applicants will receive consideration for employment without regard to age, color, disability, gender, national origin, race, religion, or sexual orientation.