

Date Posted: October 7, 2021	Application Deadline:
Position: Manager of Jewish Support Programs	Status: Full time (35 hours per week)
	Posting Number: JFS 21 017

POSITION SUMMARY

This full time position is a key member of the management team. The Manager of Jewish Social Supports is responsible for the overall direction, management and supervision of three programs designed to provide supports to Ottawa's Jewish Community. These programs offer a variety of resources to those in community who face financial barriers, are or have experienced domestic abuse, and to those who are homeless and/or street cultured. This position will supervise 4 staff across the three programs and reports directly to the Associate Executive Director.

Tikvah Program

The Tikvah Program offers support and financial assistance to those in the Ottawa Jewish Community who are low income and face financial barriers. The issue of poverty is often accompanied by other challenging issues such as Mental Health, Addictions, Physical and other disabilities and family violence.

Staff provide culturally sensitive assistance to Jewish low income clients living that includes: case management includes advocacy, supportive counselling, access to resources, crisis interventions and referrals to agencies as required.

Shalom Bayit

Shalom Bayit provides Counselling Services, advocacy, provision of resources, community presentations, referral to other programs and contact with service providers including lawyers, CAS and police services to Jewish women who have experienced abuse, of any kind from their partner.

StreetSmarts

StreetSmarts is a unique street based outreach program that offers resources and referrals and delivers basic supplies to Ottawa's street cultured and homeless population. It is a grassroots program servicing clients of all background. The outreach team is made up of volunteers who have lived experience who are able to understand the effects of street culture, and are able to engage with those hardest to serve. The team is able to open doors and facilitate referrals to treatment programs and provide linkages to other community supports as well as social and housing services, it also operates a crisis hotline where street involved people can call and speak to a person 24 hour a day, 7 days a week

QUALIFICATIONS

- Master degree in Social Work, counselling, related mental health field, or equivalent graduate degree
- Registered or eligible for registration with OCSWSSW, OASW or equivalent Professional colleges/Association
- Minimum of five years of related work experience with prior supervisory and management experience
- Clinical supervisory skills an asset

SKILLS AND KNOWLEDGE

- Proven ability to cultivate internal and external partnerships to benefit service delivery
- Outstanding organizational, project, and time management skills
- Demonstrated ability to lead, mentor, motivate and cultivate high performing teams in both remote and in-person work environments
- Outcomes oriented with excellent problem solving and decision making skills
- Working knowledge of Jewish customs, traditions and values
- Strong administrative background for budgeting, ability to seek funding opportunities
- Proficiency in critical thinking, active-listening, coordination, judgment and decision-making.
- Proven track record demonstrating flexibility, resilience, passion and energy
- Knowledge of community resources, experience in poverty relief programs, gender based violence, and issues related to addictions and homelessness.
- Understanding of social policies and benefits as they relate to the programs
- Excellent communications skills, written and oral
- Ability to work collaboratively with businesses and agencies in the community
- Ability to identify community needs and provide the vision and leadership to develop creative programming.
- Experience in new program/service implementation and development
- Basic computer skills: word documents, excel, database, internet and email

DUTIES AND RESPONSIBILITIES

- Provides regular unit and one-on-one supervision to program staff
- Annual performance evaluations of unit staff, and program evaluation and participates in hiring and orientation
- Provides assistance and support to individuals and families during difficult and crisis situations.
- Intake for clients seeking services
- Familiarizes themselves with all available resources in multiple sectors including poverty relief, violence against women, homelessness and develops strong relationships with members of these sectors through regular networking
- Keeps records, prepares reports, correspondence and presentations
- Collects data/metrics from year to year to plan for future and funding opportunities
- Recommends, promotes and develops community partnership
- Participates in the development and management of the program budget and provides detailed reports to funders and foundations as required
- Other related duties as required by the Associate Executive Director

Jewish Family Services of Ottawa supports equal opportunity employment. We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Right Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting Jewish Family Services.

Please send **cover letter and resume** to hr@jfsottawa.com quoting **the posting number in the subject line.**