

Position: Arabic Speaking-Case Manager	Status: Full-time, one year contract
	Posting Number: JFS22 030

Position Summary

Jewish Family Services is looking for an experienced Arabic speaking Case Manager. In this role, you are responsible for conducting psychosocial assessments, providing information and referrals, and working in a multi-disciplinary team environment.

Education & experience:

- BSW, SSW or equivalent in experience, education, and training
- Fluent in Arabic; other languages an asset
- Specific training in aging issues and seniors programming
- Comprehensive knowledge of multicultural issues and aging as well as knowledge of available community services/supports
- One year experience working with vulnerable clients and/or families
- Strong English communication skills
- Proficient with Microsoft Office Suite (Outlook, Word, Excel, Power Point).
- Proficient in Zoom
- Ability to handle confidential information with discretion.
- Proof of COVID-19 vaccine
- Valid Police Record Check

Duties and Responsibilities:

- Provide case management and social work interventions
- Facilitate or broker mental health sessions for seniors, their caregivers and families
- Assess seniors needs, prepare psycho-social assessments, set goals with clients, intervene as necessary to assist seniors and their families and follow up as necessary
- Maintain accurate records, hours of work and prepare assessment and progress reports.
- Provide translation and interpretation for immigrant seniors needing to access health and social services
- Help clients navigate healthcare system
- Provide short term counselling and crisis support
- Attend and participate in professional and community meetings.
- Work effectively in a multi-disciplinary and multicultural team environment
- Use computer for statistics and reports

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 hr@jfsottawa.com.

*Applicants who receive a conditional offer of employment must produce a **Vulnerable Sector Police Records Check**, proof of academic achievement and membership of professional college.*

Please apply with cover letter to: HRAdmin@jfsottawa.com, citing job number JFS22 030

We thank all applicants for their interest, however, only those selected for an interview will be contacted.