



<b>Date Posted:</b> September 19, 2022	<b>Application Deadline:</b> September 30, 2022
<b>Position:</b> Case Manager / Volunteer Coordinator	<b>Status:</b> Full Time - one year contract (Possible extension based on funding)
<b>Reports To:</b> Manager of the Diverse Seniors Support Services Unit	<b>Posting Number:</b> JFS 22 041

## Position Summary

Jewish Family Services of Ottawa is looking for an experienced person in case management and volunteer services. This role will provide case management and social work interventions.

## Main 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.
- Serve as a liaison between outreach staff, volunteers, and clients
- Actively recruit volunteers
- Facilitate orientation sessions for volunteers.
- Coordinate volunteers in meeting the seniors' specific needs such as visiting, driving, or helping with events.
- Schedule and coordinate volunteer recognition and appreciation events
- Attend and participate in professional and community meetings.
- Work effectively in a multi-disciplinary and multicultural team environment
- Use computer for statistics and reports
- Work some evenings and possibly weekends
- Use of a vehicle with a valid driver's license

## Education and Experience

- BSW, SSW or equivalent in experience, education, and training
- Knowledge of Somali language and culture is essential.
- 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

*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 [HRAdmin@jfsottawa.com](mailto:HRAdmin@jfsottawa.com).*

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

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