



Date Posted: October 12 2022	Application Deadline: October 21, 2022
Position: Case Manager / Volunteer Coordinator	Status: Full Time
Reports To: Manager of the Diverse Seniors Support Services Unit	Posting Number: JFS 22 041 51K annually

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.

Benefits

- 15 days vacation in first year prorated to your start date and FTE
- 10 days Personal Time Off prorated to your start date and FTE after 3 months of employment
- Health and Dental Benefits plan
- Hybrid work environment
- Employer RRSP after one year of employment
- Use of gym facilities
- Flexible employer

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.

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

Apply here: <https://secure.collage.co/jobs/jfsottawa/33902>