



**EMPLOYMENT OPPORTUNITY**  
**Part Time (75%) or Full Time**  
**Director of Clinical Services and Social Work**

**Purpose:** To direct clinical services department of JFS; to offer responsive and innovative interventions supporting individuals of all ages and families with life's challenges and transitions.

**Responsibilities:**

- Provide individual, family and group counseling and case management that may include family life education, behavioral consultation and community outreach
- Community outreach and engagement to assess and meet needs of clients
- Create, collaborate and deliver responsive, innovative services to clients
- Serve as primary liaison and weekly clinical support to local Jewish day schools
- Ability to successfully engage and clinically work with a broad range of clients with varied issues
- Willingness to supervise intern(s)
- Assist Jewish elders and their families with case management and resources.
- Assist individuals and families coping with crises by offering case management and counseling interventions; provide information and referral services as needed.
- Behavioral consultation with program staff, community providers and families.
- Write comprehensive individualized assessments and treatment plans with clear and achievable goals.
- Awareness of and collaboration with existing community resources.
- Complete and maintain timely and accurate client and administrative records according to JFS policies and procedures.
- Completes all billing documents following protocols and in a timely manner.
- Regular attendance in professional development opportunities.
- Be reasonably available for client emergencies.
- Direct department meetings and participate in agency staff meetings and learning opportunities.
- Understand and practice agency mission and values.

**Performance Criteria:**

- Provide exemplary clinical services which meet best practice standards.
- Achieve established program productivity measures.
- Meet clinical productivity expectations.
- Assist clients in accomplishment of goals as set in the individualized treatment plans.
- Constructive and productive relations with clients, staff and community contacts.

**Qualifications:**

- Master's or Doctorate in Social Work, Mental Health Counseling, Psychology
- Licensed in New York as a Social Worker or Mental Health Counselor (LCSW-R preferred; RN, LCSW, LMHC, LMSW, PhD or PsyD considered)
- Experience working with client population served by program
- Experience working with a range of clinical issues impacting people at various life cycle stages
- A high degree of clinical judgment, creativity and initiative
- Able to work flexible hours, including potential for some evenings
- Demonstrated ability to perform job responsibilities
- Valid NY driver's license, reliable vehicle
- 3 years senior services case management experience
- Excellent communication and presentation skills
- Prior experience providing service to older adults
- Prior community outreach experience
- Ability to collaborate effectively with team members and outside agencies and service providers
- Proficient with Microsoft Office
- Willing to learn new software for recordkeeping and billing

All potential employees of Jewish Family Services are subject to a criminal background check.

For consideration, please submit a resume and cover letter by August 17 to:

**Please send cover letter and resume to:**

**Human Resources  
Jewish Family Services  
877 Madison Avenue  
Albany, NY 12208  
or  
[info@jfsnyny.org](mailto:info@jfsnyny.org)**

*Jewish Family Services is a non-sectarian human service organization founded in 1854 with a mission to strengthen individuals, family and community. We provide professional services to assist all individuals and families coping with life challenges and transitions.*