



EMPLOYMENT OPPORTUNITY

CASE MANAGER

Jewish Family Services of Northeastern New York (JFS) is seeking a full-time Case Manager. Our ideal candidate will have experience working individuals of all ages, abilities and needs, with an extensive knowledge of available supports, services and resources within the greater Capital Region.

Responsibilities:

- Administer all requests for JFS services, including food security, housing security, financial assistance, transportation, mental health, physical health, OT/PT, healthcare advocacy and support
- Responsible for intakes, agency assessments, consents, releases, internal referrals and documentation
- Complete and track all applications to outside agencies and programs and referrals
- Coordinate with team members; participate in Clinical Team Meetings and general staff meetings
- Update job knowledge by participating in educational and training opportunities, balancing work requirements with learning opportunities
- Improve treatment outcomes by evaluating and re-designing processes, implementing and revising policies and procedures
- Prepare reports by collecting, analyzing, and summarizing client outcome data and trends, compiling statistics for grants and program evaluations
- Perform other appropriate duties as requested by Director of Clinical Services, Director of Neighborhood Naturally Occurring Retirement Community (NNORC) or CEO

Qualifications:

- Minimum of three years of relevant experience; Master's degree within the field of Mental Health or Social Work preferred; active New York State License: LMHC, LCSW, or LCSW-R preferred
- Experience working with older adults
- Excellent communication and presentation skills
- Ability to collaborate well with team members, outside agencies and service providers
- Proficient with Microsoft Office 365
- Valid New York State driver's license with reliable, personal transportation
- Ability to travel throughout the greater Capital Region, as needed.

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

Jewish Family Services, Attn: Human Resources, 184 Washington Extension, Albany, NY 12203 or
jginsburg@jfsneny.org

Competitive benefit packages include health insurance, vision, dental, and retirement plans. Flexible hours, including some evenings and occasional weekends; option to work remotely when possible

Jewish Family Services, a non-sectarian human service organization founded in 1854, provides professional services to assist all individuals and families of all backgrounds who are coping with life challenges and transitions. All potential employees of JFS subject to criminal background check.

