



Case Management
Three day a week position; possibility of full-time;
one year contract - Job description attached)

RESPONSIBILITIES:

- Psycho-social assessment, financial assessment and referral
- Case management, provision of support services, with focus on young families with multiple issues.
- Liaison to and collaboration and coordination with Community resources and Institutions
- Identification of trends in service requests and community needs.

REQUIREMENTS

- University degree in social work, psychology or equivalent;
- Bilingualism; other languages an asset;
- Knowledge of Jewish community and services;
- Strong organizational skills

C.V.'s to Susan Kling by
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E-mail: susan.kling@jfsmontreal.org
By February 22 , 2008

JOB DESCRIPTION

DATE: February 2008

JOB TITLE: CASE MANAGER
<p>PURPOSE OF THE JOB (ROLE):</p> <ul style="list-style-type: none">▪ To provide and coordinate psycho-social and concrete services to vulnerable members of the Jewish community, with the goal of enhancing individual and family functioning.
<p>ESSENTIAL FUNCTIONS- PRINCIPAL RESPONSIBILITIES:</p> <ul style="list-style-type: none">▪ PSYCHO-SOCIAL ASSESSMENT OF CLIENTS;▪ FINANCIAL ASSESSMENT OF CLIENTS, IF APPROPRIATE;▪ DETERMINATION, WITH CLIENT, OF PLAN OF ACTION INCLUDING CRISIS INTERVENTION, AGENCY RESPONSE, REFERRAL - WHICH COULD INCLUDE ADVOCACY FOR SERVICES – AND REGULAR FOLLOW-UP;▪ COORDINATION WITH OTHER SERVICES AND NETWORKS;▪ CONSULTATION WITH OTHER PROFESSIONALS ON SERVICES;▪ IDENTIFY TRENDS IN REQUESTS AND COMMUNITY NEEDS;▪ FULFILL ALL ADMINISTRATIVE AND DATA REQUIREMENTS; ▪ SERVE ON AGENCY COMMITTEES, AS NEEDED.
<p>OTHER DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none">▪ PREPARE AND PRESENT TO EXCEPTIONAL CASE COMMITTEE, CASE CONFERENCES, OTHER TABLES▪ REPRESENT CASE MANAGEMENT SERVICES ON OUTSIDE COMMITTEES;▪ PARTICIPATE IN STAFF DEVELOPMENT PROGRAMMES.
<p>RELATIONSHIPS AND INTERACTIONS (LEVEL OF CONTACT – WITH LAY, INTERAGENCY, INTERDEPARTMENTAL, ETC.)</p> <ul style="list-style-type: none">▪ As above (i.e. ECC, Review and other professional and lay committees);▪ Represent agency at case conferences with other agencies.
<p>KNOWLEDGE, SKILLS, CREDENTIALS AND EXPERIENCE</p> <ul style="list-style-type: none">▪ Professional degree (minimum Bachelor's level) in social work or other professional equivalent;▪ Minimum of three years' experience;▪ Knowledge of social service network;▪ Bilingualism F/E; other languages an asset.

