



Position:	Social Services Manager
Program/Department:	Social Services Department
Reports to:	Executive Director
Salary:	\$45,000-50,000
Status:	Full-Time, Exempt
Benefits:	Medical, Dental, Vision, Employee Assistance Program and 401K retirement plan

Purpose and Qualifications for Job:

The mission of Jewish Family & Child Service is to improve the lives of adults, families and children in the Jewish and general community. The Social Services Manager enhances and manages programs that serve seniors, Holocaust survivors, people in crisis, and those with developmental and other types of disabilities and a staff of 7.5 FTE.

Essential Functions:

1. Work with Executive Director in the planning, implementation, delivery and management of all social service-related program components;
2. Recruit and hire staff according to need and qualifications;
3. Develop and adhere to program policies and procedures, agency guidelines and funder requirements;
4. Conduct program evaluations and measure impact and effectiveness; make program changes as needed;
5. Facilitate quality improvement activities and in-house procedures relating to social service programs;
6. Monitor and update internal and external databases;
7. Support, train and manage program staff; facilitate successful implementation of program goals and funder guidelines;
8. Work with Volunteer Coordinator, ensuring client case management and volunteer support and training are provided, including recruitment and support of Russian-speaking volunteers;
9. Ensure program operations compliance with funding guidelines relating to service eligibility, documentation, provision of services, and timely reporting;
10. Develop annual work plan based on the agency's strategic plan and goals, completes quarterly reports on programs' progress, evaluates progress towards goals and makes service priority or course correction recommendations to Executive Director;
11. Develop community partnerships that help sustain and enhance programs;
12. Maintain professional and ethical competency by adhering to the NASW Code of Ethics;
13. As needed per grant, write monthly financial reports and analyze performance of program. Work with Executive Director and Accounting/HR Administrator to develop and monitor program budget.
14. Assist in processing payroll for direct line staff by reviewing, verifying and approving timesheets.
15. Other duties as assigned

Job qualifications and Experience:

1. MSW or equivalent of five years in a social work or human services field with particular relevant experience working with older adults, people with disabilities and marginalized populations, certification as Behavior Support a plus;
2. A passion for the work of JFCS's work and its mission and ability to encourage, support and be a part of a team to accomplish agency goals;
3. Four years of experience in behavioral health, with two years of experience managing, supervising and/or coordinating human services, with knowledge of Portland area social service sector preferred;
4. Proven understanding of trauma informed care, cultural competence and work with vulnerable populations;
5. Excellent verbal, written, human relations and communication skills, strong organizational skills, proficient in Microsoft Office
6. Demonstrated ability to coordinate several projects at one time;
7. Ability to ensure compliance with grants and contracts with a variety of funders, program and reporting requirements
8. Ability to develop and adhere to program budget and work plan;
9. Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, gender expression, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration status and physical abilities in a multicultural environment.

Send resume and cover letter to: jobsatjfcc@jfcc-portland.org

Jewish Family & Child Service is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age marital status or veteran status.

