

Director of Syracuse Jewish Family Service

The Director of Syracuse Jewish Family Service is the agency's chief executive. As such, the Director is directly responsible for the agency's overall administration and community relations.

Administration:

Staff Management

- Recruit, hire, direct, supervise and evaluate all professional and support staff
- Provide support, supervision, and professional development opportunities for staff
- Create, plan, execute, supervise and evaluate all agency programs and services.
- Ensure supervision of all clinical (treatment) programs and services
- Ensure ongoing and annual evaluation of professional staff
- Complete weekly payroll process
- Maintain a liaison with Universities and Colleges for the recruitment and placement of graduate interns in the agency.
- Direct recruitment and supervision undergraduate and graduate interns placed in the agency.

Resource Management

- Develop and maintain systems to document and ensure proper maintenance of client and program records, document and accurately report program and service statistics and agency fiscal operations, ongoing public relations program for the agency
- Manage the agency's financial operations through budget preparation, monitoring and reporting on the agency's finances to the Board of Directors.
- Present periodic and annual reports to the agency's Board of Directors
- Develop and maintain procedures necessary to guide all phases of the agency's operation. Develop sources for program funding including grants, fundraising, and direct and third-party payment systems. Maintain a liaison with said sources.
- Monitor agency expenditures, ensure spending is aligned with funding and strategic plan outputs, prepare and submit paperwork for reconciliations and reimbursements.

Community Relations:

- Represent the agency and its programs and services to the general and Jewish communities.
- Develop and maintain relationships with local, state, national, and other professional networks and associations in several contexts: Jewish communal service, human services, aging services, geriatric health and mental health care e.g. Human Service Leadership Council, Aging Lifecare Association, Jewish Federation of CNY, National Jewish Human Service Association, SPRiNG Alliance, Inclusive Alliance IPA, etc.
- Represent the agency at appropriate professional and community conferences and meetings.
- Develop and maintain a close relationship with referral sources such as: health care providers, clergy, school personnel, and other community agency personnel.

- Pursue and maintain involvement in developing trends in social services delivery and sustainability; participate in the community's social needs/services planning and development of sound social services policy affecting individuals, families, and children, and in particular older adults and their supports.

Other Responsibilities:

- Maintain and develop relationships with Menorah Park staff, providing consultation and support where appropriate
- Be available for program support during staff shortages
- Attend to office space and arrange maintenance as required

Education and Experience:

Bachelor's Degree with emphasis on geriatrics, psychotherapy, care management, public policy, and/or business (including nonprofit) preferred. Master's Degree preferred.

Must maintain a high-level command of professional and policy-based issues and trends in Jewish communal service, human services, aging services, and geriatric health and mental health services.

Must possess emotional stability and be able to function smoothly, effectively and concentrate with many distractions, in a complex, multi-layered institutional and programmatic environment.

Possess understanding, patience, and tact dealing with staff, clients and families.