



The Counseling Center at JCS: Clinical Case Manager & Outreach Specialist

Position Type: 40 hours per week with full benefits; starting salary \$26+/hour

Basic Function: Working with a team of clinicians, serve as a point person within the agency and community to assess and support community members who are “at-risk” based upon age/frailty, health/mental health issues, financial instability, or other issues which would put their safety at risk. Perfect position for LCSW who needs clinical supervision prior to becoming eligible for LICSW. Opportunity to provide counseling sessions under supervisor’s license in the Counseling Center.

Primary job responsibilities include:

- Accept phone calls and complete intake forms for individuals who request counseling, assistance in finding community resources, or financial assistance; or who in any other way may be “at-risk” or vulnerable.
- Reach out to faith leaders to identify community members and congregants in order to assist in assessing needs and connecting them with appropriate resources.
- When appropriate, complete an in-person assessment for needs and risks, and obtain necessary documentation of financial resources and expenses if financial assistance is requested.
- Provide outreach visits to individuals who are unable to come to the JCS office or for seniors who require a geriatric care assessment.
- Develop specific plans to meet the needs of these individuals. If financial assistance is indicated, ensure that JCS is the last payer and complete necessary check request forms.
- Assist individuals in accessing resources and benefits or make direct referrals to community resources, if appropriate.
- Complete all case records in a timely fashion.
- Keep up-to-date on government and community programs and maintain a listing of community resources.
- Work with the clinical team to organize and conduct family life education on various social issues as indicated.
- Prepare for regularly scheduled supervision.
- Submit all administrative paperwork in accordance with established time frames.

Qualifications:

- Master’s degree in social work or another human service field. LCSW is not required but preferred.
- Two or more years of history working in the mental health or health/aging/disability field.
- Strong organizational skills and oral and written communication skills.
- Strong personal computer skills which enable the entry, retrieval, and use of electronic data (EMR); experience with Microsoft Office software preferred.

Benefits:

- Medical and Dental insurance.
- 401K with Company contribution.
- Generous vacation and sick time.
- Life Insurance.
- Opportunity/reimbursement for some training.
- Individual and group clinical supervision with LICSW supervisor and team.

Who We Are...?

Company Overview: JCS is a comprehensive, solutions-oriented social service agency, that helps individuals and families facing physical, emotional, nutritional, financial, and other challenges get the services they need to recover and thrive. JCS is deeply committed to valuing and celebrating the uniqueness of all. We strive in every way to provide an open and welcoming setting for all, regardless of personal practices, beliefs, or backgrounds. Our office is located at 1165 North Main Street in Providence, RI. EOE

Our Staff: We employ more than 40 staff at our headquarters at 1165 North Main Street. This is where most of our clinical and social service programs are located. Our West Bay campus is home to Tamarisk, an elegant, full-service assisted living community, and Shalom Apartments, affordable HUD housing. JCS employs approximately 100 staff on the West Bay Campus.

Our Culture: We welcome staff from diverse backgrounds, JCS is guided by Jewish culture and values (which resonate with many who do not identify as Jewish - compassion, service, respect, and inclusiveness are examples of the values we live by). We offer challenging and exciting work in a supportive team environment. This creates an empowering and positive atmosphere. If you are committed to the field, cultural diversity, and value collegial and collaborative work environments, then we encourage you to apply. EOE

COVID-19 Safety:

JCS takes the welfare and safety of our staff very seriously. We have aligned all of our operating procedures with guidance from the CDC and the state. Our practices include ensuring proper physical distancing, sanitation, hygiene, and the use of face coverings to promote the health of our staff and clients.

Please send a cover letter and resume to: careers@jfsri.org