

JEWISH FAMILY SERVICES JOB DESCRIPTION

JOB TITLE: Refugee Health Services Manager
DEPARTMENT: Refugee Services
REPORTS TO: Director of Resettlement Services
POSITION: Full Time

To apply email cover letter and resume to Shrina Eadeh at shrina@jfsannarbor.org

PURPOSE/SCOPE OF RESPONSIBILITIES

To provide oversight, supervision, and coordination of refugee health services for refugees and other eligible populations.

Supervises: Refugee Health Screening and Health Promotion program staff, BSW Interns

ESSENTIAL DUTIES, RESPONSIBILITIES, & COMPETENCIES

1. Responsible to develop, train, and monitor effective systems that ensure the implementation of all functions as outlined in the Refugee Health Screening and Health Promotion programs.
2. Will work closely with the health services, resettlement and employment staff to ensure implementation of the programs in accordance to program guidelines.
3. Completes all written reports necessary i.e., monthly and quarterly reports
4. Establish working relationships with local providers to maintain and expand services as appropriate.
5. Ensures staff are adhering to client documentation standards by preparing and completing, in a timely manner, all required records and reports for all assigned clients, electronically in database and in physical files in accordance with program and agency guidelines.
6. Writes and presents regular reports on program activities and monitor effectiveness of program
7. Provides clinical supervision to interns to achieve client and program goals

OTHER DUTIES, RESPONSIBILITIES, & COMPETENCIES

1. Meets client's needs by participating in the planning for necessary services in the agency.
2. Shares professional knowledge with staff by seeking out professional development opportunities and sharing new learning with staff.
3. Establishes the agency as a credible service provider by presenting information at community workshops.
4. Supports agency operations by appropriately representing the agency in all forums and by demonstrating commitment to agency philosophy, mission, goals, policies and procedures.
5. Contributes to team effort by accomplishing related results as needed.

6. Contributes to effective use of agency resources by identifying and implementing options for cost containment.
7. Uses time effectively by appropriately planning, organizing and scheduling required work hours to meet agency needs.
8. Demonstrates effective judgments by making appropriate decisions, as well as conducting and maintaining professional manners and appearance at all times.
9. Maintains safe and clean working environment by complying with health and safety guidelines.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Master's degree and limited or full license to provide mental health counseling, such as (L)LMSW, (L)LPC, MFT, or LP with at least 2 years post graduate experience
- Must have working knowledge of Microsoft Word, Outlook, and databases
- Must have excellent organizational skills to work in a team-oriented, fast-paced environment
- Experience working with diverse populations
- Multilingual ability preferred
- Ability to express oneself in an articulate and effective manner both verbally and in written communication
- Ability to deal with abstract as well as concrete concepts, problematic people and situations
- Ability to define problems, collect data, establish facts and draw valid conclusions

The salary range, duties and responsibilities of this position meets the requirements of Section 13 (a) (1) of the Fair Labor Standards Act and therefore qualifies as an "exempt" position.