



ROSE AND SIDNEY DIEM BUILDING

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WWW.JVSDDET.ORG

Director

Senior Adult Services

JVS is a non-profit organization that helps people meet life challenges affecting their self-sufficiency through counseling, training and support services. We meet the changing needs of our community to help job seekers, people with disabilities, seniors, students, homeless individuals and others seeking to realize their life's potential.

QUALIFICATIONS:

- Bachelor's degree in social work, gerontology or related field.
- Program development, management experience, and work experience with senior adults with dementia and their families.
- Experience with Program marketing and training preferred. Interpersonal skills sufficient to communicate with participants, public and staff.
- Composition skills sufficient to prepare required reports and grant applications.

ESSENTIAL DUTIES:

Oversee and direct operations of the program. Plan and implement marketing strategies that build the Program's census and community support by:

- Developing and maintaining relationships in the aging network, including the Alzheimer's Association, Area Agency on Aging 1-B, MORC and the Michigan Adult Day Services Association, as well as the Jewish Federation of Metropolitan Detroit, the Jewish Community Center and Jewish Family Service
- In coordination with other JSL and JVS staff, organizing and hosting exhibits at aging network and educational events and speaking at public forums
- Attending a variety of networking opportunities, such as open houses, trainings and forums to increase the public presence of the Brown Program
- Coordinating the production and distribution of marketing materials
- Working with other staff to expand media opportunities
- Producing the Helping Hands newsletter three times a year

Recruit, orient, train and evaluate designated staff. Complete written performance evaluations, as required. Cover or arrange coverage for positions supervised when staff is absent or on leave.

Assist in the development and implementation of new services for the Brown Program and related entities, including Memory Club and Senior Service Corps.

LEAH D. ROSENBAUM, PRESIDENT AND CEO ■ PAUL J. BLATT, EXECUTIVE VICE PRESIDENT AND COO

Supported by
The Jewish Federation
OF METROPOLITAN DETROIT



Founded in 1941 as Jewish Vocational Service
JVS is an Equal Opportunity Employer and Service Provider
Recipient: Jewish Federation of Metropolitan Detroit
Rehabilitation Services Accredited by CARF

Auxiliary Aids & Services Available to Individuals with Disabilities Upon Request



- Ensure that program content, policies, procedures and staff documentation comply with accreditation standards, funding source requirements, government regulations and applicable laws.
- Exercise leadership in health and safety issues, taking proactive steps to prevent potential injury or harm to participants, their family members staff and volunteers, ensuring that staff are updated and retrained in safety procedures on a regular basis and giving leadership to other staff during emergency or crisis situations, including notifying and involving partner or collateral agencies/services like AAA 1-B, MORC or Adult Protective Services.
- Oversee fiscal management of the program, including budget development and monitoring.
- Expand the Brown Program's programmatic capacity and funding resources through writing grant applications, encouraging donations and helping establish funds/endowments that ensure the Program's long-term success.
- Complete, submit and maintain reports, as required.
- Pursue educational and research activities to continue to expand knowledge of best practices in providing care for persons with dementia and their family caregivers.
- Ensure that communication and coordination of services exist between program sites and with other departments of both agencies.
- Serve on Agency committee(s) as appointed and on aging network committees in support of Program goals.

WORKING CONDITIONS:

Work involves the ability to work flexible hours and travel to local community sites. Occasional out of town travel may be required.

JVS is an Equal Employment Opportunity Employer that engages in affirmative action to employ minority, female, protected veteran status and disabled individuals. JVS is a community supported, non-profit vocational counseling, job placement and vocational rehabilitation agency operating under the auspices of the Jewish Federation of Metropolitan Detroit and United Way. Rehabilitation services are accredited by CARF. JVS is a Drug-free Workplace.

EEO Employer M/F/VET/DISABLED

Please apply at www.jvsdet.org/jobs