



Jewish Federation of Broward County – Case Manager

POSITION TITLE: Case Manager
FLSA: Exempt
DEPARTMENT: Planning
REPORTS TO: Director of Allocations, Grants and Governance
LOCATION: Davie, Florida
SALARY: Commensurate with experience

PRINCIPAL FUNCTION: This position is a full-time, one year grant funded position that will focus on providing practical support to Broward’s most vulnerable Holocaust Survivors, and requires a self-motivated, highly responsible person, who is very comfortable with maintaining financial records as well as case records. Must be comfortable traveling throughout Broward County. One three (3) day training in Washington, DC will also be included.

Core Responsibilities:

- Work with the Director of Allocations, Grants and Governance to manage all activities related to the implementation of a Federal grant-funded program utilizing Person-Centered, Trauma-Informed (PCTI) supportive services for Holocaust Survivors.
- Work closely with Director of Allocations, Grants and Governance, and the Critical Supports for Holocaust Survivors Leadership Council, to determine prioritized survivor needs and program direction. Provide ongoing support to Leadership Council.
- Conduct outreach to vulnerable Holocaust Survivors in Broward County, directly, and through sister agencies.
- Provide screening, intake and assessment, for vulnerable Holocaust Survivors. Compassionately and effectively interact with survivors, using a Person Centered Trauma Informed approach.
- Evaluate individual Survivor needs, and create time-limited plans to meet those needs.
- Identify specific services/interventions that could strengthen individual Survivors’ abilities to continue living independently in our community.
- Locate, and link Survivors (or their provider service agency case manager) to providers of needed services such as medical services, dental services/dentures, hearing aids, wheelchairs/durable goods, pharmacies, contractors familiar with accessibility issues, home healthcare providers, adult daycare centers, senior centers, transportation providers, etc.
- Work with landlords & homeowners associations, legal services, and governmental agencies to ensure survivors are able to remain in their homes.
- Seek to identify communal resources which would allow survivors to continue receiving support following the conclusion of this one year grant. Work closely with other Broward agencies to ensure vulnerable survivors are reached, and appropriate services are provided.
- Work with the Jewish Federation of Broward County’s Finance Department to arrange payments for contracted services and expenses.

- Maintain extremely accurate records of all payments and financial information. Ensure payments to service providers meet all contractual and budgetary requirements.
- Maintain accurate, confidential, case notes for each client served. When possible, initiate reciprocal agreements with other local service agencies to facilitate sharing of information with the goal of improving services to specific Survivors.
- Work with the Director of Allocations, Grants, and Governance, the Chief Financial Officer, and the Chief Operating Officer, to prepare for, and execute, programmatic reviews and site visits.

SKILLS AND QUALIFICATIONS:

- Bachelor's degree from an accredited college or university.
- Two to three years' case work experience. Experience with a program that included purchase of services for clients preferred.
- Experience with Person Centered Trauma Informed Care a plus.
- Strong documentation skills, related both to case management and financial recordkeeping required.
- Familiarity with social services in Broward County strongly preferred.
- Valid driver's license, and proof of insurance (which must be maintained throughout tenure.)
- Computer literate, strong Word/Excel/Internet skills.
- Must successfully complete criminal background check.

The job duties and responsibilities describe the general nature and level of work for employees in this position, but this is not intended as an exclusive or all-inclusive inventory of all duties required of employees in this job. Other responsibilities may be added as deemed necessary.

Please send resume and cover letter to Stephenie Whitfield at swhitfield@jewishbroward.org.

About Strategic Philanthropy:

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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