

JOB OPPORTUNITY

Job Title:	Program Manager	Program:	Parkinson's Family Support Program
Posting Date:	July 11, 2018	Closing Date:	When Filled
Hrs/Week:	18	Job Location:	Waltham

Position Summary:

The Charlotte and Richard Okonow Parkinson's Family Support (OPFS) Program is a well-established program within the Services for Older Adults division of JF&CS. The program's constellation of services includes: Parkinson's Dance, Tremble Clef Chorus, a quarterly information and networking group, and caregiver support groups. It has a dedicated and professional team that provides direct services. The Program Manager is responsible for maintaining the overall flow and quality of the program by providing: fiscal monitoring, supervision, and interfacing with participants, JF&CS staff as well as consumers and external organizations. The Program Manager will work with the JF&CS Institutional Advancement team to maintain and identify new funding sources. This will entail periodic meetings with existing and potential donors. This is a part-time position of 18 hours per week.

Essential Job Functions:

- Assess referrals for potential participants
- Provide skilled information and referral assistance to members of the PD community
- Ensure quality and compliance of services provided within agency standards and policies
- Maintain oversight of all program functions
- Partial supervision of the PD Dance instructor, support group facilitator and choral director
- Develop and maintain community resource contacts and serve as agency liaison to the community
- Prepare timely reports and records
- Participate in meetings and events as needed
- Collaborate with community organizations to stimulate referrals
- Other duties as required

Education/Experience Requirements:

- MSW, LICSW, or allied health masters level.
- Demonstrated program management experience including supervision
- Relevant experience with a geriatric or neurologically involved population.
- Excellent interpersonal and communication skills.
- Must have a valid driver's license and car.
- Knowledge of Microsoft Office Suite (excel, word, outlook, power point)

Jewish Family & Children's Service cares for individuals and families by providing exceptional human service and health care programs, guided by Jewish traditions of social responsibility, compassion, and respect for all members of the community.

JF&CS believes in developing talent and offers extensive opportunities for promotion for highly qualified employees. JF&CS offers an excellent work environment with competitive salary and a benefit package including generous paid time off, health and dental insurance, 403(b) retirement plan, and employee referral bonuses.

To apply for employment opportunities, please visit: www.jfcsboston.org/jobs

We regret that we cannot take phone calls regarding this position. JF&CS is an Equal Opportunity Employer