



## **Job Title: Clinical Program Coordinator**

### **About Jewish Family Services of Silicon Valley (JFS SV):**

JFS Silicon Valley (JFS SV) is a thriving, inclusive nonprofit social service agency grounded in Jewish values of **welcoming the stranger, repairing the world, and treating everyone with respect and dignity**. We empower individuals and families facing life's challenges by providing quality human services. Since our inception in 1977, we have remained committed to our vision that children, adults, and families in our community have access to affordable and meaningful professional services that help give them a better life. We serve older adults, Holocaust survivors, refugees, caregivers, and families in crises – providing care with compassion, dignity, and cultural sensitivity. The agency's programs are available without regard to race, religion, sexual orientation, or ability to pay.

### **Job Summary:**

Jewish Family Services of Silicon Valley (JFS) seeks a compassionate and dedicated **Clinical Program Coordinator** to join our team. This role involves facilitating support groups and providing individual counseling services to older adults, caregivers, and other diverse populations, including the Jewish and LGBTQ+ communities. The **Clinical Program Coordinator** will also help expand the organization's mental health services to address unmet community needs. The successful candidate will demonstrate cultural sensitivity and competence in working with the Jewish community and the broader diverse populations JFS serves. All services must be delivered in compliance with legal, ethical, and professional standards, including the NASW Code of Ethics and HIPAA requirements.

### **Key Responsibilities:**

#### **Clinical Services:**

- Conduct individual counseling sessions for older adults, caregivers, and individuals from diverse populations, including the Jewish community, LGBTQ+ clients, recent immigrants, and other underserved groups.
- Develop and lead support groups tailored to the needs of specific communities, such as caregivers, aging individuals, and marginalized populations.
- Assess clients' needs and implement personalized treatment plans that reflect sensitivity to cultural and religious values and practices.
- Maintain accurate and timely documentation of client interactions in compliance with organizational, legal, and ethical standards.

#### **Compliance and Ethics:**

- Abide by the National Association of Social Workers (NASW) Code of Ethics, ensuring all practices reflect the highest standards of professional integrity, client care, and social justice.
- Adhere to all legal and ethical standards, including HIPAA regulations, to safeguard client confidentiality.

- Implement and follow protocols for secure handling of sensitive information, including storage and transmission of records.
- Regularly review and update practices to ensure compliance with local, state, and federal regulations.

### **Record Keeping:**

- Maintain comprehensive, timely, and accurate documentation of all client interactions, assessments, and treatment plans in accordance with agency policies.
- Ensure records meet standards for audits and quality assurance.
- Protect and manage records in alignment with confidentiality standards, including proper disposal of outdated records.

### **Program Development:**

- Collaborate with leadership to identify gaps in mental health services for underserved populations.
- Assist in designing and launching new mental health initiatives and culturally sensitive programs tailored to diverse client needs.
- Develop and implement outreach strategies to connect with underserved populations.

### **Professional Development:**

- Stay informed on trends and advancements in geriatric mental health, caregiving, and support for diverse populations.
- Attend professional training, conferences, and workshops as required.
- Provide mentorship and support to interns or new team members, if applicable.

### **Qualifications**

- **Education:** Master's degree in social work (MSW) from an accredited institution or master's degree in psychology/counseling.
- **License:** Current LCSW or LMFT licensure in California.
- **Experience:**
  - Minimum of 2 years of clinical experience, preferably with older adults, caregivers, and culturally diverse populations
  - Experience in group facilitation and community outreach is highly desirable.
- **Skills:**
  - Strong interpersonal and communication skills.
  - Knowledge of HIPAA compliance and federal/state laws related to privacy and data protection.
  - Ability to handle sensitive situations with professionalism and empathy.
  - Cultural competence and sensitivity to the needs of the Jewish community and other diverse populations.
  - Proficient in electronic health record (EHR) systems and basic office software.
  - Strong understanding of professional ethics as outlined in the NASW Code of Ethics and the ability to navigate complex confidentiality issues

**Salary and Benefits:**

Salary Range: **\$95,00-\$120,000** per year.

This position is full-time, exempt, 37.5 hours/week. Salary is commensurate with the qualifications and experience of the selected candidate.

Benefits include medical, dental and vision care; company contributions to pension plan; optional 403b plan; generous paid time off; supportive colleagues; and a positive work environment in a spacious office.

Jewish Family Services of Silicon Valley is an equal opportunity employer and values diversity at all levels of the organization. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.