Jewish Family Service of Greater New Orleans

POSITION: Intern Program Supervisor  
SALARY: $50,000-$53,000  
STATUS: Full-Time, Exempt  
HOURS: M, T, Th 10:30-6:30, W 10-6 and F 9-4

Organization
Jewish Family Service of Greater New Orleans (JFS) is a constituent agency of the Jewish Federation of Greater New Orleans and a community impact partner of United Way of Southeast Louisiana. Established over 70 years ago, Jewish Family Service is a “whole person environment,” serving the residents of Greater New Orleans without regard to race, religion, disability, gender, or sexual orientation.

JFS believes strongly in a work/life balance. The counseling department operates during normal business hours. Staff are not expected to be available nights and weekends. We are not a crisis agency.

Basic Function
Intern Supervisor is responsible for the overall supervision of the Behavioral Health Intern Training Program. JFS trains 6-8 counseling and social work interns who are required to commit two semesters to the agency at a time.

Duties and Responsibilities
50% of time spent:

- **Supervision**
  - Recruit, hire and train social work and counseling interns
  - Provide weekly supervision and other support to interns as needed
  - Provide weekly supervision to clinical staff as assigned
  - Ensure supervisees complete required documentation, including client records and administrative paperwork thoroughly and in a timely manner

- **Other Responsibilities**
  - Coordinate with Social Work and Counseling graduate programs to secure intern placement
  - Assist Clinical Director in planning weekly clinical staff meetings by securing speakers and training opportunities
  - Maintain professional licensure

50% of time spent:

- **Clinical Services**
  - Individual counseling to clients of all ages

- **Program Development and Marketing**
  - Market JFS counseling program to increase client referrals

Statement of Relation:
The Intern Program Supervisor reports to the Director of Clinical Services.

Minimum Qualifications:
LCSW REQUIRED. Minimum 3 years experience in management and supervision in a health care or social service agency. Career path must show a progressive increase in responsibility and authority. Excellent written and communication skills including knowledge of Social Work and Counseling Codes of Ethics required. Eligible individual must have computer skills including MS Word and Excel. Bilingual Spanish and credentialed to accept 3rd party payers, a plus. Excellent benefits package (professional development stipend, 4 weeks vacation, plus most Federal and Jewish holidays).
If you meet the minimum requirements, please send resume, cover letter and 3 professional references to jobs1@jfsneworleans.org.

Jewish Family Service (JFS) is a non-profit organization that serves the Greater New Orleans community on a non-sectarian basis. For more information on JFS, please visit our website: www.jfsneworleans.org.