

# **Jewish Renaissance Foundation**

## **Job Description**

<b><u>Title:</u></b>	Temporary Program Director
<b><u>Status:</u></b>	Full-time/Exempt/Salaried (Temporary position)
<b><u>Program:</u></b>	School Based Youth Services Program (SBYSP)
<b><u>Location:</u></b>	Perth Amboy High School
<b><u>Reports to:</u></b>	Chief Executive Officer
<b><u>Salary:</u></b>	\$65-67K

### **Who We Are:**

Established in 1996, the Jewish Renaissance Foundation (JRF) is a nonprofit organization that currently serves more than 6,000 people in Middlesex County each year providing support services in the areas of Community Development, and Training, Youth and Family Services, Employment Training, Education and Childcare, and Healthcare Services.

### **Job Summary:**

***This is a temporary position from June 2026 to Jan 2027***

The Mission of the School Based Youth Services Program (SBYSP) is to provide youth with services that are holistic, promotive, and protective of healthy adolescent development and well-being. With a focus on relentlessly advancing healthy adolescent development, our vision is to create a supportive community where youth have access to safety, concrete support in times of need, and opportunities to build self-determination skills.

**In this temporary assignment, the individual will assume combined leadership and clinical responsibilities.** The role provides overall program oversight and coordination while also delivering direct mental health and counseling services to students, applying trauma-informed, strength-based, and positive youth development principles throughout all aspects of practice.

### **Responsibilities:**

#### **Leadership & Program Oversight**

- Oversee daily operations and implementation of all SBYSP services.
- Ensure compliance with agency policies, grant requirements, and reporting standards.
- Monitor program performance, data collection, and outcome evaluations.
- Conduct case reviews and ensure adherence to team protocols.
- Provide guidance and support to program staff (if applicable) and contribute to their professional development.
- Maintain collaborative relationships with school administration and faculty.
- Represent the program at school and community meetings.
- Coordinate community partnerships and referral networks.
- Ensure timely completion of documentation and required reports.
- Maintain accurate and up-to-date entries in the online time-management system for yourself and any assigned staff.
- Document staff performance throughout the temporary supervisory period.
- Attend monthly Board of Education meetings
- Perform other related leadership duties as assigned by the agency's leadership team.

#### **Direct Counseling & Clinical Services**

- Provide individual, group, and crisis counseling services to students.
- Conduct risk screenings, assessments, case conceptualization, and treatment planning.
- Administer required program assessments (Self-Efficacy Assessment and High School Impact Evaluation).
- Participate in individual and group clinical supervision and maintain progress on individual action plans.

- Provide situational counseling related to bullying, anger management, depression, relationships, and violence prevention.
- Teach coping skills, emotional regulation, and social-emotional development strategies.
- Facilitate workshops and prevention programming on health and wellness topics.
- Respond to school crises and provide appropriate interventions.
- Advocate for students and coordinate referrals to external providers when necessary.
- Maintain accurate and timely clinical documentation.

**Qualifications:**

- Master's Degree in Social Work (MSW) or Counseling required.
- At least two (2) years supervisory experience and a history of working in collaboration with youth and community
- Experience in school-based or clinical settings preferred.
- Fluency in Spanish required.
- Knowledge of trauma-informed practices and Trauma-Focused CBT.
- Ability to conduct risk assessments and crisis intervention.
- Strong leadership, organizational, and communication skills.
- Ability to work effectively with diverse student populations and families.
- Well organized and able to respond quickly and effectively to untoward and emergency circumstances.
- Understands and uses the basic functions of Microsoft Office (Outlook, Word, Excel, PowerPoint) and internet applications to effectively access resources and complete required tasks.
- Ability to conduct risk assessments and crisis intervention.
- Attend monthly Board of Education meeting

*The Jewish Renaissance Foundation is an equal opportunity employer and does not discriminate based on race, color, religion, sex, national origin, disability, veteran status, or any other protected status.*

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**If you are interested in this position, please send your resume to: [jobs@irfni.org](mailto:jobs@irfni.org)  
Attention: Director of Human Resources**



**Jewish  
Renaissance  
Foundation**

"One People, One Heart"

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