

TOWN OF SUDBURY
Position Posting
Community Social Worker II
Board of Health
Full-time (35 hours per week)

This grant funded full-time position provides comprehensive professional social services to town residents. Works independently under the authority of the Board of Health and general direction of the Town Social Worker. Responsible for intakes, assessments, referrals, outreach and case management. Manages intake/assessments for the Hope Fund that provides financial assistance to residents. Position includes supervision of volunteers and interns.

This position is funded through a grant for approximately 24 months, possibly longer should other grant funding become available.

The ideal candidate will have a Master's Degree in Social Work, counseling, or psychology, as well as a Massachusetts's license in social work and/or mental health counseling. Two or more years of experience that includes intake assessment, case management, outreach, resource linkage (local, state and federal programs), case consultation, and crisis intervention. Requires a proven ability to work with residents of all ages. Requires a working knowledge of neglect/abuse protocols for children, adults, and elderly. Massachusetts Licensed Independent Clinical Social Worker (LICSW) preferred.

Candidates must meet minimum requirements contained in job description posted at <http://sudbury.ma.us/departments/HR> .

Starting salary range is \$32.77 to \$35.39/hr DOQ. Excellent benefits. Email letter of interest and resume to hadvabb@sudbury.ma.us. Resumes *accepted until Friday, April 1st at noon*.
AA/EOE

See detailed Job Description below.

COMMUNITY SOCIAL WORKER II

Two-year grant-funded position with potential to extend with additional grant funding

Position Purpose:

This position provides comprehensive professional social services to town residents. Full time: 35 hours/week. This is a 24 month contract at this time.

Supervision:

Supervision Scope: Performs varied and responsible duties requiring the exercise of judgment and initiative to carry out assignments independently, analyze situations and conditions, and determine appropriate course of action from department guidelines and policies.

Supervision Received: Works under general direction. Individual generally establishes own daily work plan and priorities, using established procedures to complete the work in accordance with established departmental policies and standards; work collaboratively with social worker and intern team to address needs. Opportunity for supervision toward LICSW licensure, if needed.

Supervision Given: Provide direct supervision and supervisory support to Social Work Office interns.

Job Environment:

Majority of work occurs inside of an office setting but requires occasional home visits, meetings and other community engagement or department support activities in the community.

Regularly operates computers and peripherals, telephone, copier, facsimile machine and other standard office equipment.

Makes frequent contacts with the public, state/local agencies, and the general public. Contacts are in person, in writing, and by telephone and usually involve the provision of information of a technical or factual nature to the public or interested parties.

Performs varied and responsible departmental functions requiring independent judgment to ensure compliance with applicable laws, rules, regulations or compliance to departmental policies, procedures and methods.

Has access to limited department related confidential information.

Employee predominantly works regular hours except for rare occasions. In cases of emergencies, employee may occasionally consult with police and fire personnel after hours.

Errors could result in significant confusion and delay, loss of department services, possible adverse public relations and have financial repercussions.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Works independently under the authority of the Board of Health and general direction of the Town Social Worker.

Provides social work functions including referrals for outpatient counseling services.

Responsible for intake, assessment, case assignment, and case monitoring.

Manages intake/assessments for the Hope Fund that provides financial assistance to families in need.

Supervision of volunteers for community projects and programs.

Process calls and assess level of urgency to provide appropriate service.

Provide referrals and therapeutic brief case management relating to varied psychosocial issues/concerns for residents of all ages.

Identify individuals/families who might benefit from services.

Provide prevention, outreach, assessment, resource linkage, and case management.

Maintain liaison with and accept referrals from: schools, police, courts, clergy, physicians, hospitals, Department of Social Services, Department of Mental Health.

Provide case consultation and crisis intervention for schools when appropriate.

Provide /collaborate in development of programs to meet gaps in resident needs when appropriate.

Provide case consultation /intervention services for cases referred by the Council on Aging Outreach Worker.

Provide assistance to Sudbury Housing Authority regarding tenant -specific difficulties or concerns that cannot be addressed by the SHA social worker.

Provide fuel assistance and food assistance in conjunction with local, state and federal programs.

Evaluate and address unmet areas of need. Advocate on behalf of clients for specific community needs.

Provide assistance as needed to help residents with application for local, state, and federal resources (SNAP, RAFT, fuel assistance, housing applications, etc.)

Maintain up-to-date resource file/website.

Participate in relevant community groups.

Develop and oversee volunteer projects/ programs for interested community groups.

Occasional support of other Board of Health initiatives.

Work night and weekend hours on rare occasions as needed.

Recommended Minimum Qualifications:

Education, Training and Experience:

Master's Degree in Social Work counseling, or psychology as well as a Massachusetts's license in social work and/or mental health counseling. (2+) Two or more years of experience that includes intake assessment, case management, outreach, resource linkage (local, state and federal programs), case consultation, and crisis intervention. Requires a proven ability to work with residents of all ages. Requires a working knowledge of neglect/abuse protocols for children, adults, and elderly. Massachusetts Licensed Independent Clinical Social Worker (LICSW) preferred.

Knowledge, Ability and Skill:

Knowledge: Knowledge base of principles and practices in social work /counseling/psychology. Working knowledge of federal, state, regional, and local human service agencies for all age groups. Knowledge of state law in regard to the neglect/abuse of children and the elderly. Knowledge of state law in regard to individuals at-risk for harm to themselves or others. Knowledge of social work confidentiality laws in regard to client information and records.

Ability: Ability to establish/maintain effective relationships with town officials, town employees, community groups and the general public. Ability to advocate/access services for clients. Ability to develop, implement, and monitor quality programs for children, adults, and senior citizens. Ability to access/manage funding when needed. Ability to effectively organize, supervise, and motivate individuals/groups. Ability to delegate authority. Ability to communicate clearly in written and oral form. Ability to document sensitive information (e.g. client records, 51As, court reports). Ability to work with residents of all ages in varied modalities) and in varied settings (office, homes, schools, community). Ability to respect and respond appropriately to racial, sexual, gender, family, sexuality, social, religious, ethnic, and ability differences, and neurodiversity/wide range of mental health and health needs. Ability to work with residents using a trauma-informed lens, meeting clients where they are at and exhibiting high levels of patience and empathy.

Skill: A broad base of skills relating to: communication, evidence-based assessment and brief therapeutic intervention, engagement, human growth and development, mental health diagnoses, addictions, crisis intervention, community organization, diplomacy, social justice/equity, advocacy, and psychoeducation.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is required to interact and communicate effectively with the public in their homes (position is supported by police personnel if unsafe or threatening situations are assessed). Operate standard office equipment including computers and keyboards, at efficient speed; and move throughout the municipal office. The employee must occasionally lift and/or move up to 10 pounds.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)