

Social Worker

The Town of New Milford is accepting applications for a part-time social worker. Job includes assessment, eligibility screening and assistance with range of programs, crisis counseling and advocacy. Knowledge of CT Energy Assistance, SSD, DSS services, poverty issues. BSW/MSW with two years experience preferred. Flexible hours available. Send resume and application to Director of Personnel:10 Main St New Milford CT 06776. EEO. **Closing date for applications: May 19, 2017.**

Town of New Milford

JOB CLASSIFICATION DESCRIPTION

Job Title: Part-Time Social Worker Exempt/Non-Union.

Hours: 21 per week including occasional evenings and weekends as needed.

Job Summary:

The Social Worker utilizes professional skills and available local, state and federal resources to improve economic, social, and emotional stability for residents experiencing financial hardship and difficulties related to lower-income status.

Supervision Received:

Works under the direction of the Director of Social Services

Examples of Essential Duties:

The part-time Social Worker performs: intake assessments of presenting problem and client needs. Provides short-term counseling, using a strengths approach, crisis intervention, advocacy with resources, information and referral to other providers, with appropriate case management when warranted. Assists residents in obtaining basic needs such as food, housing, childcare, healthcare and clothing. Handles eligibility screening and application process for CT Energy Assistance Program, Operation Fuel and the Community Fuel Bank. Takes applications for Renter's Rebate. Assists residents with negotiating service-providing systems, providing education to enhance client independence and stability. Maintains knowledge base of eligibility criteria and procedures for federal, state and local programs in order to assist residents with accessing and applying for various resources. Assists with coordination of seasonal programs such as Back to School Clothes for Kids, Christmas/Santa Fund, Thanksgiving, summer camperships, Walk-a-Mile Food raiser, and Bike Day. Provides information to clients and the general public regarding social services available in the community and region. Acquires a working knowledge of all programs and resources available to lower income residents; maintains files of reference materials. Attends workshops and training sessions to maintain and expand skills and knowledge base as agreed to by the Director.

Knowledge, Skills, and Abilities:

Thorough knowledge of economic, psychosocial and medical factors related to poverty, persons having difficulty obtaining basic human needs and persons struggling financially due to changes in the economy. Experience with the network of service delivery systems. Demonstrate effective verbal and written skills. Proven counseling and communication skills. Competency with Microsoft Office, database programs and web-based computer operations. Must be willing to provide non-judgmental services to all people regardless of sex, race, culture, mental or physical disability, religion, sexual orientation or marital status and maintain confidentiality. Represent the Town and Department as a professional in a recognizable public service position. Ability to work independently and as a “team member”. Possess valid CT driver’s license with a good driving record. Must submit to a background investigation including fingerprinting. Must pass a pre-employment physical assessment and human performance evaluation.

Minimum Qualifications:

Bachelor’s Degree and two years experience working in a Social Service setting; BSW or MSW preferred.

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of New Milford is an equal opportunity employer.

Drafted by Personnel & Social Services March 8, 2010
Rev. 5/2014
Rev. 4/2017

Working Conditions, Physical and Mental Requirements: Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Frequency: Place an “X” in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)				CONSTANTLY (C)				
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift				
Frequency:	N	O	F	C	Frequency:	N	O	F	C	N	O	F	C
Physical Demands:					Depth Perception		X						
Standing		X			Color Distinction		X						
Walking		X			Peripheral Vision		X						
Sitting			X		Driving		X						
Lifting		X			Physical Strength:								
Carrying		X			Little Physical Effort (-10 lbs.)		X						
Pushing		X			Light Work (-20 lbs.)		X						
Pulling		X			Medium Work (20-50 lbs.)		X						
Climbing		X			Heavy Work (50-100 lbs.)	X							
Balancing		X			Very Heavy Work (100+ lbs.)	X							
Stooping		X			Environmental Conditions:								
Kneeling		X			Cold (50 degrees F or less)	X							
Crouching		X			Heat (90 degrees F or more)	X							
Crawling	X				Temperature Changes		X						
Reaching		X			Wetness	X							
Handling		X			Humidity	X							
Grasping		X			Extreme Noise or Vibration		X						
Twisting		X			Exposure to Chemicals	X							
Feeling			X		Exposure to Gases and Fumes		X						
Talking			X		Exposure to Unpleasant Odors		X						
Hearing				X	Exposure to Bodily Fluids	X							
Repetitive Motion			X		Exposure to Dampness	X							
Hand/Eye/Foot Coordination			X		Confinement to a Small/Restricting Area	X							
Visual Acuity/Near			X		Mechanical Hazards	X							
Visual Acuity/Far			X		Physical Danger	X							

The Town of New Milford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.