

New Milford Social Services is looking for a masters level social worker to fill a full time position of Social Worker and Volunteer Coordinator. Candidates must have a strong community-based background, strength based theory of assessment and skill building, and experience working with financially stressed populations. Knowledge of and experience in relevant federal and state programs is important, as well as strong volunteer management skills. Qualified and interested candidates should send a Resume, Cover Letter, completed Town of New Milford job application to *Greg Bollaro, Personnel Director, 10 Main Street, New Milford, CT. 06776. [gbollaro@newmilford.org](mailto:gbollaro@newmilford.org)* – No faxed applications will be accepted. EOE

## Town of New Milford

<b>JOB CLASSIFICATION DESCRIPTION</b>
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**Job Title:** Social Worker and Volunteer Coordinator  
Non-Union – Exempt

**Job Summary:** The Social Worker utilizes professional skills, including volunteer management 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:** Receives direction from the Director of Social Services or the Mayor in the Director's absence.

**Supervision Exercised:** Direct reports include all volunteers for the food bank and, in the absence of the Director, the full-time staff of the department.

**Essential Job Functions:**

- 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 clients in obtaining basic needs such as food, housing, childcare, healthcare, and clothing.
- Assists clients 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 to assist residents with accessing and applying for various resources.
- Handles eligibility screening and application process for CT Energy Assistance, Operation Fuel, Community Fuel Bank, and Renter's Rebate Programs.
- Coordinates department volunteer program, providing orientation, training, and on-going supervision.
- Maintains volunteer record keeping and communication system and organizes annual volunteer appreciation event.

- Coordinates New Milford Food Bank program, including volunteer management and contact with community groups that support program; maintains all Food Bank records.
- Serves as liaison to the CT Food Bank, handling periodic ordering and inspections as well as instituting best practices in our local operation.
- Assists with coordinating seasonal and on-going programs such as Back to School Clothes for Kids, Christmas/Santa Fund, Thanksgiving, summer camperships, support/educational groups, and Bike Day.
- Participates in community and regional coalitions that address the promotion of economic stability and basic human needs.
- Provides community education on issues of affordable housing, homelessness, hunger, health care access, and other factors related to low-income status and family stability
- 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
- Acts as field placement supervisor for Junior BSW interns from Western CT State University, as feasible
- Provides supervision and office management in the absence of the Director
- Performs other duties as assigned

**Knowledge, Skills, and Abilities:**

- Demonstrated ability to apply the principles and practices of economic, psychosocial, and medical factors related to poverty, persons having difficulty obtaining basic human needs and, persons struggling due to changes in the economy.
- Demonstrated proficiency with the network of service delivery systems.
- Demonstrated effective verbal and written communication skills.
- Demonstrated proficiency with effective counseling and interpersonal communication skills.
- Demonstrated ability and willingness to provide non-judgmental services to all people regardless of sex, race, culture, mental or physical disability, religion, sexual orientation, or marital status.
- Demonstrated ability to represent the Town and Department as a professional in a recognizable public service position at all times.
- Demonstrated ability to attract, supervise, and nurture volunteers.
- Demonstrated ability to work independently and as a "team member" within Social Services.
- Demonstrated competency with Microsoft Office, database programs, web-based computer operations and, social media platforms.

**Minimum Qualifications/Education:**

- Bachelor's Degree in Social Work and two years' experience working in a Social Service setting. Masters in Social Work preferred.

- May be required to travel within the State of Connecticut. Incumbents are required to possess and retain a valid Motor Vehicle Operator's license throughout employment.
- Must submit to a background check, including fingerprinting, and be bondable
- Must be available, including evenings and weekends, as needed.

**Working Conditions, Physical and Mental Requirements:** Occasionally, they may be exposed to inclement weather to carry out food bank duties. Incumbents 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 for your job.**

<b>NEVER (N)</b>	<b>OCCASIONALLY (O)</b>				<b>FREQUENTLY (F)</b>	<b>CONSTANTLY (C)</b>			
0 % of Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
<b>Frequency:</b>	N	O	F	C	<b>Frequency:</b>	N	O	F	C
<b>Physical Demands:</b>					Depth Perception				X
Standing				X	Color Distinction				X
Walking				X	Peripheral Vision				X
Sitting			X		Driving		X		
Lifting			X		<b>Physical Strength:</b>				
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			<b>Environmental Conditions:</b>				
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 above statements are intended to describe the general nature and level of work 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. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective and current employees to discuss potential accommodations with the Town when necessary.

- Rev. 2/2015

Approved by Town Council on 2/11/2015

Updated by Personnel and Social Services 1/15/2021