

TOWN OF WESTON
DIRECTOR OF SOCIAL SERVICES/TOWN SOCIAL WORKER

Position Purpose:

The purposes of this position are to plan, organize, administer, implement and manage the Weston Social Services program for the Town's families, adults, youth and senior populations (birth to death). This position also evaluates the needs of the various populations it serves and seeks out grant funds, resources and donations to provide the appropriate services to meet the needs of the community. The Social Worker provides direct services to the various populations by seeking out resources to provide the appropriate solutions to the clients needs. Such services and resources include but are not limited to: food assistance, fuel assistance, Medicare assistance, counseling, and crisis intervention. The Social Worker is required to exercise considerable independent judgment in administering and managing the office/services and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs varied and responsible professional, supervisor and administrative duties requiring a strong knowledge of social service program development and available resources within the region to serve all populations; maintain a substantial exercise of judgment and initiative to effectively and efficiently manage the Social Services Department.

Supervision Received: Works under the general direction of the Town Administrator following professional standards, procedures and policies.

Supervision Given: Supervises the part-time assistant and volunteers; developing job direction, assigning tasks, providing support as needed and monitoring performance.

Job Environment:

Administrative work is performed in a moderately noisy office with regular interruptions during the day from the public via telephone or in person; occasionally required to perform home visits to clients and attend meetings under possible adverse weather conditions, including extreme hot and cold.

Requires the operation of an automobile, telephones, computers, copiers, facsimile machines, and other standard office equipment.

Makes frequent and periodic contact with other municipal departments, police, board of education staff, civic groups, parents, students, seniors, other Town human service agencies, private and non-profit human service agencies, state agencies, hospitals, boards and commissions, funding sources, volunteers and the general public; Communication is frequently in person, by telephone, fax, and email or at meetings. Contacts require a high level of professionalism and confidentiality.

Errors in judgment or omissions could result in loss of services, monetary loss, injury to others and potential liability.

Essential Job 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.)

- Plans, organizes, initiates and directs social service programs and evaluates the effectiveness of the programs. Assesses the needs of the community; develops short term and long range program and service goals.
- Manages and supervises the implementation of various programs through his/her own efforts, use of volunteers or by raising funds including: fuel assistance, Meals on Wheels, holiday baskets and gifts, various financial assistance programs, Weston food pantry, camperships, back to school supplies, Medicare advise, etc.
- Represents the Town on various Boards and Commissions or at specific agency meetings to advocate for clients; serves as a liaison to many community organizations; coordinates department activities with various public, non-profit and private agencies; coordinates efforts with Town of Weston Youth Services, Senior Center and Department of Parks and Recreation staff, along with regional agencies.
- Provides direct case management services through short term counseling sessions; makes appropriate regional agency referrals; keeps and maintains confidential client records; develops and maintains list of regional resources available; follows-up with clients via phone, email or home/school visits and provides crisis intervention services.
- Performs fund raising activities; works with volunteers and volunteer groups to provide services or donations required by clients in need.
- Creates and distributes educational materials about various programs offered.
- Provides reports about the issues experienced by clients and programs for clients to various boards and commissions.
- Develops and administers grants for various programs such as dial-a-ride, drug & alcohol educations, etc. and prepares appropriate reports to the state; assists with other grants as requested.
- Develops a resource listing for clients; provides referral services; attends various professional associations and tasks forces to keep abreast of client issues; coordinates

- with appropriate agencies for new programs.
- Supervises, trains, assigns work, counsels and evaluates employees and volunteers. Personnel functions are conducted with the approval and direction of the Town Administrator and First Selectman.
 - Prepares and administers operating budget for the Department; presents budget to appropriate Boards, First Selectman and Town Administrator.
 - Complies with OSHA.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continues professional development.
- Provides expert advice to other departments as needed.
- Assists other departments, offices or staff, as needed, to promote a team effort to serve the public.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a Master’s Degree in Social Work (MSW) from an accredited college or program and have over five (5) years of experience in social work agencies, counseling agencies or related work experience including over 2 years of supervisory experience or any equivalent combination of education, training and work experience.

Special Requirements:

Must have and maintain: valid CT driver’s license and State of CT license: Licensed Clinical Social Worker (LCSW).

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of modern municipal social services and programs; thorough knowledge of the principles and practices of modern professional and social work methods such as intake processes, counseling, assessments, etc.; thorough knowledge of trauma treatment interventions; thorough knowledge of the principles and practices of modern youth and family counseling methods; thorough knowledge of specific life stages counseling practices; knowledge of grant writing and administration; thorough knowledge of State Statutes and eligibility requirements for public assistance programs as well as legislation relating to social services; thorough knowledge of available town, state, federal and private resources available for social services; knowledge of appropriate computer applications appropriate for office;

knowledge of municipal budgeting.

Ability: Ability to develop short term and long range plans for social work programs and services, and to implement and evaluate such programs and services; ability to work with distressed youth, adult, senior and family populations; ability to assess problems, crisis and diagnosis; ability to prioritize work; ability to maintain working relationships with all clients, Town, state, federal and regional agencies and organizations.; ability to provide direct clinical services and crisis intervention services; ability to understand regulations of programs and assist with appropriate applications; ability to multitask; ability to maintain confidential records; ability to write and manage grants; ability to prepare reports in oral and written form; ability to use computer systems and data bases; ability to assign, train, and supervise programs and staff; ability to prepare and administer an operating budget.

Skill: Excellent verbal and written communication skills; aptitude for working with and explaining laws, programs and regulations to people; aptitude for working with seniors, families and youth and maintaining effective working relationships with various groups; problem solving skills; aptitude for working with paperwork and details; skill in maintaining grant applications, forms and expenditure records; skills associated with handling numerous projects at one time; skill in using the above mentioned equipment; skills associated with the supervision and training of staff.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Other-Describe _____				
Other-Describe _____				
Other-Describe _____				

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting				X
Talking & Hearing				X
Using hands/fingers to handle/feel/type				X
Climbing or balancing	X			

Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms		X		
Smelling/tasting	X			
Bending, pulling, pushing		X		
Other-Driving		X		
Other-Describe _____				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)		X		
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)