



Town of Deep River Position Description

Title:	Social Worker Part Time	
Department:	Social Services Department	
Date:	February, 2024	\$32,500

Purpose of Position

The purpose of this position is to provide services to residents of Deep River through general assistance and emergency assistance program. The work is performed under the direction of the First Selectman. They may get involved at a broad level to help community organizations and policymakers develop or improve social programs, services, and conditions.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. In general, they help facilitate the delivery of support and services to clients, which may be individuals or groups.

- Identify people and communities in need of help
- Facilitate connection to appropriate federal, state and local programs that residents would benefit from
- Help people find the community resources they need, such as legal assistance, medical attention, financial assistance, housing, employment, transportation, and more.
- Interview clients and assemble information to determine eligibility for services.
- Provide information about social assistance programs
- Assess clients' needs, situations, strengths, and support networks and determine their goals
- Meet clients and review progress, provide support and talk about challenges
- Assist clients adjust to changes and challenges in their lives, such as illness, divorce, or unemployment
- Research, refer, and advocate for community resources, such as food resources, childcare, and healthcare to assist and improve a client's well-being
- Help people in crisis and refer to emergency shelter services, if needed.
- Lead or facilitate programs or workshops on life skills, substance abuse treatment, behavior management or other issues.
- Gather information for statistics with monthly reports to the Community Health Committee.
- Oversee use of the Food Pantry
- Maintain contact with other social service agencies and health care providers involved with clients to provide information and obtain feedback on client's overall progress.
- Implement and organize the delivery of specific services within the community.

- Help plan and conduct special community events, services and programs, such as health education, health screenings, mentoring, tutoring or drug prevention programs, public safety, and crime prevention
- Interpret and apply statutes, rules, regulations, municipal codes, and other procedures
- Report child abuse or elder abuse and refer clients to appropriate services for mental health emergencies/crises
- Monitor clients' situations, and follow up to ensure that they have improved
- Maintain timely case files and records
- Serves as the point person representing the Town to outside agencies for social services issues.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Social Work. MSW preferred

Physical and Mental Abilities Required to Perform Essential Job Functions **Language Ability and Interpersonal Communication**

- Requires the ability to communicate orally and in writing with the First Selectman and all department staff, Department Heads, state and federal agencies, vendors, visitors, and the public.
- Requires proficiency in a variety of standard computer operating systems including word, excel, access, power-point,
- Minimum of one (1) year of experience including social work/counseling internship in health care or hospital or community setting
- Familiarity with and working knowledge of the concepts and clients
- Ability to manage multiple priorities simultaneously and effectively handle the emotional stress of the workload
- Able to remain calm, professional, trouble shoot and intervene with client/family crisis situations.
- Able to demonstrate high ethical standards in areas of confidentiality, sensitivity, and flexibility
- Excellent communication (verbal and written) and interpersonal skills
- Ability to travel to off-site locations

Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements such as rapid keyboard use.
- Ability to physically access any home, and assisted living/group home facility (i.e., navigate stairs, narrow stairs, narrow spaces, lack of air conditioning, etc
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and pulling of objects weighing five to ten pounds.

Physical Requirements Cont.

- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials, and tasks.

Environmental Adaptability

- The ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

The town of Deep River is an equal opportunity employer that is committed to diversity and inclusion in the work place. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Please submit resume to selectasst2@deepriverct.us or call Tina @ 860-526-6020 opt. 1 for more information.