

# TOWN OF SHARON

## JOB DESCRIPTION

**Title of Position:** Social Worker & Wellness Coordinator

**Department/Appointing Authority:** Town Administrator

**Date:** December 19, 2019

**Originator:** COA

### **Personnel Board Use Only**

**Classification:** MP-3

**Effective Date of Classification:**

**Classification Authority:** ☐ Personnel Board ☒ Collective Bargaining

### **1. Summary Description:**

Provides counseling and makes referrals of social services to the Town's elderly and disabled residents, as well as assistance to non-elderly residents in need of financial or general support. Oversees and develops wellness programming. This position requires initiative, sound judgment and decision-making, and ability to work effectively and independently with Adult Center clients, their families, social service agency personnel, general public, Town officials, and Town department personnel.

### **2. 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.*

Conducts assessments. Provides supportive, crisis and short-term counseling through office and home visits to the elderly and disabled residents and their families. Makes referrals for social services and counseling.

Provides resources, referrals, concrete counseling for non-elder residents facing financial and emotional stress.

Develops programs to meet needs of client population as identified through ongoing casework and outreach. Facilitates support groups for specialized client populations.

Oversees town Dementia Friendly Initiative, memory café; coordinates and/or facilitates health and wellness programming.

Recruits and places volunteers and Property Tax Work Off participants. Trains and provides oversight to program volunteers.

Have ability to maintain strict confidentiality with regard to personal financial and medical information of all clients and/or town residents.

Attends relevant meetings with elder services, social service agencies, private service providers, for purposes of liaison and service coordination. Attends training and continuing education programs to maintain and increase knowledge base.

Coordinates with other town departments and community groups/organizations to develop better access to mental health services and mental health programming.

### **3. Supervision**

Responsible for oversight of volunteer program, including hiring/ placement, training if needed, handling issues as they arise (including possible termination), and annual evaluation. May supervise MSW and/or BSW student interns as placements occur.

### **4. Reporting Structure**

Works under the general direction of the Executive Director of the Council on Aging following department policies in requiring the ability to independently complete assigned tasks according to a prescribed time schedule.

Performs responsible counseling functions requiring considerable judgment and initiative in the handling of individual problems and cases.

### **5. Physical Environment**

Environment is a normal professional office environment and in the homes of clients. 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.

### **6. Education/Basic Knowledge**

Bachelor's degree in social work, psychology, nursing or closely related field; Master's degree in Social Work or Master's Degree in a human services field preferred. LCSW/LICSW preferred.

Knowledge of and ability to assess a range of psychosocial issues related to aging and chronic illness. Knowledge of and a capacity to implement a range of interventions with elders and the disabled including, but not limited to, individual counseling, groups and program development. Knowledge of federal and state services and local resources available to the elderly and disabled. Knowledge of health insurance policies, Social Security, Medicare/Medicaid and supplemental insurance plans and related issues. Knowledge of and familiarity with HIPPA regulations.

Ability to develop effective and constructive working relationships with the elderly, their families, service providers and relevant community entities. Ability to communicate effectively both orally and in writing and to utilize confidential and sensitive information.

Ability to obtain and maintain a valid driver's license and operate a motor vehicle. Ability to be certified in CPR and basic First Aid.

## **7. Experience**

Three (3) years required/five (5) years preferred of increasingly responsible experience in the field of aging and/or counseling of disabled persons and/or their families

*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.*