



POSITION AVAILABLE

Social Services Coordinator **Department of Youth & Social Services** **Town of Colchester**

Responsibilities – The Town of Colchester Department of Youth & Social Services is seeking a full-time Social Services Coordinator. This position is responsible for managing all aspects of the food pantry, volunteer coordination, energy assistance, holiday programs, and other duties outlined in the job description. Requires Bachelor's Degree in Social Work or related field and experience in human services.

Closing Date – Qualified individuals should submit Town of Colchester Application Form, cover letter, resumes and references to the Office of the First Selectman, attention Tricia Dean, 127 Norwich Avenue, Colchester, CT 06415, and received prior to 4:00 p.m. on Friday, July 5, 2019. Employment application and job description are available at www.colchesterct.gov/human-resources. Wage rate – \$24.45 per hour per Bargaining Contract.

The Town of Colchester is an equal opportunity employer and does not discriminate on the basis of physical disabilities.

Posted- 20 June 2019



**Town of Colchester
Job Description**

**Youth & Social Services
Social Services Coordinator**

GENERAL STATEMENT OF DUTIES

The Social Services Coordinator draws on their knowledge, values and skills to help people in need and to address social problems while respecting the inherent dignity and worth of individuals.

WORK SCHEDULE

Generally, Monday through Friday, 8:30am-4pm, with a one-half hour lunch (35 hours/week)

SUPERVISOR

Work under the direct supervision of the Youth & Social Services Director and the administrative supervision of the First Selectman.

SUPERVISION EXERCISED

Volunteers

ESSENTIAL DUTIES

- Process applications for food bank and distribute food in a timely and professional manner
- Provide intake services for the CT Energy Assistance Program
- Assist residents with emergency fuel needs and other crises
- Assist residents in filing/completing forms and applications for programs such as food stamps, Social Security Disability, energy assistance, housing and medical programs and advocate to other agencies on their behalf
- Assist in the collection and distribution of goods from individuals and groups including but not limited to holiday gift giving programs
- Facilitate the collection and distribution of school supplies
- Maintain information regarding other social services agencies and organizations; refer clients as appropriate
- Process youth program scholarship applications
- Maintain accurate and confidential records
- Lift
- Other tasks as determined by Youth & Social Services Director

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- 1) Must have:
 - Strong organizational skills
 - Excellent written and oral communication skills.
- 2) Must be able to:
 - Maintain strict confidentiality
 - Communicate and work effectively with diverse groups, the public and individuals
 - Exhibit a professional manner with other employees and the public
 - Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations

- Lift and/or move up to 50 pounds
- Effectively operate software necessary for the job, such as but not limited to Word, Excel, Access, Publisher, or Munis.

EDUCATION AND EXPERIENCE

- Bachelor's degree in Social Work or a related field; or an equivalent combination of education and experience.

WORK ENVIRONMENT

It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents, incidents and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment, it is the employee's responsibility to work in a safe and responsible manner. This includes following both OSHA and Town of Colchester safety policies.

*This job description is not all-inclusive and is subject to change by the Board of Selectmen at any time.
Full-time; union; non-exempt*