



**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

20 hours per 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
- 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
- Other tasks as necessary

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1) Must have:

- Strong organizational skills
- Excellent written and oral communication skills.
- Notary public or willing to obtain

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
- Lift and/or move up to 50 pounds

- Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations
 - Effectively operate software necessary for the job, such as but not limited to Word, Excel, Access, Publisher, or Munis.
- 3) While performing the duties of this job, the employee is regularly required to sit, stand, walk and talk. The employee is at times required to use hands to feel objects; reach with hands and arms; and stoop, kneel, crouch, or crawl.
- 4) Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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. The noise level in the work environment is usually moderate.

*This job description is not all-inclusive and is subject to change by the First Selectman's Office at any time.
Part-time; union; hourly; non-exempt*