

Town of Georgetown

NOTICE OF JOB POSTING

Outreach Worker

Posting Date: July 11, 2011

A vacancy exists in the, Council on Aging, for one (1) Outreach Worker on a part-time basis for 16 hours a week as needed.

Duties /Responsibilities

Makes home visits, assists seniors in defining their needs, facilitates access to services, makes appropriate referrals and provides assistance to clients.

Conducts assessment of clients; reviews and determines case management plan; coordinates and implements delivery of services.

Responds to crisis; coordinates with local agencies and safety departments to modify or alleviate crises.

Oversees and manages the details and logistics of Outreach Health Clinics.

Actively seeks new clients. Solicits and accepts referrals from private individuals, social service agencies, religious and community organizations and the police.

Schedules volunteer drivers and records activity for the Elder Transport program (N.E.E.T.).

Maintain medical assistance lending equipment library program.

Assist adult children, friends or relatives of elders to assess and develop appropriate action plan.

Maintains a variety of confidential client files and records.

Compiles and maintains all necessary program reports and records; submits monthly statistical report to the Council on Aging Director.

Manages the Friendly Visitor and Telephone Reassurance Programs.

Provides feedback to the Director of the Council on Aging regarding the needs of clients.

Assists in the development of programs that will benefit the elder population and the community.

Assists with housing problems; works with Georgetown Housing Authority.

Attends workshops, seminars, and lectures to develop and enhance knowledge in the field of Gerontology.

Qualifications

Graduation from a two year or four-year college or university with a degree in social work or a closely related field. Two year's experience in Human Service Program; or an equivalent combination of education and experience.

Ability to exercise patience, compassion and flexibility and to make independent judgments in responding to emergency situations.

Computer skills. Strong organizational skills, interpersonal, written and verbal skills.

C.O.R.I. (Criminal Offender Record Information) check required.

Necessary Knowledge, Skills and Abilities:

- Considerable knowledge of elder service programs and delivery systems.
- Some knowledge of human services.
- Ability to manage crises and sensitive issues.
- Ability to work and communicate with people and maintain confidentiality.
- Ability to assess, and make decisions regarding the welfare and safety of clients and their families.

Tools and Equipment Used

Personal computer, including word processing and data base software; calculator; copy machine; telephone; cell-phone; automobile.

Compensation: \$12.7287 hourly (Bylaw). Position is subject to the terms and conditions of the Town of Georgetown's Personnel Bylaw.

Application:

Letter of application and/or resume to be submitted to Michael Farrell, Town Administrator, 1 Library Street, Georgetown, MA 01833 or emailed to Jpantano@georgetownma.gov