

**TOWN OF SUDBURY**  
Position Posting  
**Community Social Worker II**  
**Board of Health**  
Full-time (35 hours per week)

This grant funded full-time position provides comprehensive professional social services to town residents. Works independently under the authority of the Board of Health Director. Provides social work functions including referrals for outpatient counseling services and other resources. Responsible for intake, assessment, case assignment, and case monitoring, as well as to build relationships and trust with individuals of all ages experiencing housing concerns, mental health, substance use disorder, and individuals identified at an acutely elevated level of risk. Successful candidate will also assess immediate needs and address client concerns while maintaining consistent communication.

This position is funded through a grant for approximately 24 months, possibly longer should other grant funding become available.

Master's Degree in Social Work counseling preferred, or psychology as well as a Massachusetts's license in social work and/or mental health counseling. (2+) Two or more years of experience that includes intake assessment, case management, outreach, resource linkage (local, state and federal programs), case consultation, and crisis intervention. Requires a proven ability to work with residents of all ages. Requires a working knowledge of neglect/abuse protocols for children, adults, and elderly.

Candidates must meet minimum requirements contained in job description posted at <http://sudbury.ma.us/departments/HR> .

*Starting* salary range is \$34.10 to \$38.26/hr. DOQ. Excellent benefits. Email resume to [zengv@sudbury.ma.us](mailto:zengv@sudbury.ma.us). Resumes ***accepted until April 1<sup>st</sup>, or until position is filled.***  
AA/EOE

See detailed Job Description below.

## COMMUNITY SOCIAL WORKER II

**Two-year grant-funded position with potential to extend with additional grant funding.**

### **Position Purpose:**

This position provides comprehensive professional social services to town residents. Full time: 35 hours/week. This is a 24-month contract at this time.

### **Supervision:**

*Supervision Scope:* Performs varied and responsible duties requiring the exercise of judgment and initiative to carry out assignments independently, analyze situations and conditions, and determine appropriate course of action from department guidelines and policies.

*Supervision Received:* Works under general direction. Individual generally establishes own daily work plan and priorities, using established procedures to complete the work in accordance with established departmental policies and standards; works collaboratively with Public Health Nurse, Town departments, and community organizations to address needs.

*Supervision Given:* Provide direct supervision and supervisory support to public health interns.

### **Job Environment:**

Majority of work occurs inside of an office setting but requires occasional home visits, meetings and other community engagement or department support activities in the community.

Regularly operates computers and peripherals, telephone, copier, facsimile machine and other standard office equipment.

Makes frequent contacts with community organizations, state/local agencies, and the general public. Contacts are in person, virtual meetings, in writing, and by telephone and usually involve the provision of information of a technical or factual nature to the public or interested parties.

Performs varied and responsible departmental functions requiring independent judgment to ensure compliance with applicable laws, rules, regulations or compliance to departmental policies, procedures and methods.

Employee predominantly works regular hours except for rare occasions to attend evening meetings.

Errors could result in significant confusion and delay, loss of department services, possible adverse public relations and have financial repercussions.

### **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.)*

Works independently under the authority of the Board of Health and general direction of the Director of Public Health.

Provides social work functions including referrals for outpatient counseling services and other resources. Responsible for intake, assessment, case assignment, and case monitoring.

Build relationships and trust with individuals of all ages experiencing housing concerns, mental health, substance use disorder, and individuals identified at an acutely elevated level of risk

Assess immediate needs and address client concerns while maintaining consistent communication.

Demonstrate professionalism by adhering to the National Association of Social Workers Code of Ethics.

Provide current and relevant information, outreach, referrals, and assistance to residents.

Manages intake/assessments for the Hope Fund that provides financial assistance to families in need.

Process calls and assess level of urgency to provide appropriate service.

Identify individuals/families who might benefit from services and community resources. Maintain liaison with and accept referrals from: schools, police, courts, clergy, physicians, hospitals, Department of Social Services, Department of Mental Health.

Provide /collaborate in development of programs to meet gaps in resident needs when appropriate.

Provide case consultation /intervention services for cases referred by the Council on Aging Outreach Worker.

Provide assistance to Sudbury Housing Authority regarding tenant -specific difficulties or concerns that cannot be addressed by the SHA social worker.

Provide fuel assistance and food assistance in conjunction with local, state and federal programs.

Evaluate and address unmet areas of need. Advocate on behalf of clients for specific community needs.

Collect data for a comprehensive system of client tracking and case management.

Analyze data with a population health lens to support institutional changes.

Provide assistance as-needed to help residents with application for local, state, and federal resources (SNAP, RAFT, fuel assistance, housing applications, etc.)

Maintain up-to-date resource file/website.

Participate in relevant community groups and regional collaborative groups such as Community Resources Needs and Response group.

Develop and oversee volunteer projects/ programs for interested community groups.

Support Board of Health community-level initiatives such as flu clinics, opioid resource fair and other health fairs.

## **Recommended Minimum Qualifications:**

### **Education, Training and Experience:**

Master's Degree in Social Work counseling preferred, or psychology as well as a Massachusetts's license in social work and/or mental health counseling. (2+) Two or more years of experience that includes intake assessment, case management, outreach, resource linkage (local, state and federal programs), case consultation, and crisis intervention. Requires a proven ability to work with residents of all ages. Requires a working knowledge of neglect/abuse protocols for children, adults, and elderly.

### **Knowledge, Ability and Skill:**

*Knowledge:* Knowledge base of principles and practices in social work /counseling/psychology. Working knowledge of federal, state, regional, and local human service agencies for all age groups. Knowledge of state law in regard to the neglect/abuse of children and the elderly. Knowledge of state law in regard to individuals at-risk for harm to themselves or others. Knowledge of social work confidentiality laws in regard to client information and records. Knowledge of the social determinants of health, health equity, and cultural sensitivity. Knowledge of community resources and social service agencies serving the Sudbury community preferred. Familiarity with elder services, trauma informed model of care and substance use preferred.

*Ability:* Ability to establish/maintain effective relationships with town officials, town employees, community groups and the general public. Ability to advocate/access services for clients. Ability to develop, implement, and monitor quality programs for children, adults, and senior citizens. Ability to access/manage funding when needed. Ability to effectively organize, supervise, and motivate individuals/groups. Ability to communicate clearly in written and oral form. Ability to document sensitive information (e.g. client records, 51As, court reports). Ability to work with residents of all ages in varied modalities) and in varied settings (office, homes, schools, community).

Commitment to diversity, equity and inclusion work required. Ability to work with residents using a trauma-informed lens, meeting clients where they are at and exhibiting high levels of patience and empathy. Must have excellent time management skills and be able to prioritize tasks. Ability to collaborate and work as part of a team.

*Skill:* A broad base of skills relating to: communication, evidence-based assessment and brief therapeutic intervention, engagement, human growth and development, mental health diagnoses, substance abuse, crisis intervention, community organization, diplomacy, social justice/equity, and advocacy.

### **Physical Requirements:**

*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.*

The employee is required to interact and communicate effectively with the public in their homes (position is supported by police personnel if unsafe or threatening situations are assessed). Operate standard office equipment including computers and keyboards, at efficient speed; and move throughout the municipal office. The employee must occasionally lift and/or move up to 10 pounds.

*(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.)*