



JOHN SALOMONE
TOWN MANAGER

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

CAREER OPPORTUNITY

POSITION: SOCIAL WORKER II (HUMAN SERVICES)	PAY: \$46,407 - \$51,407	CLASSIFICATION/ GRADE: A-6	EEOC Admin
LOCATION: Town Hall 131 Cedar Street	APPLY BY: 4:30 p.m. February 29, 2012	APPLY TO: Town Manager 131 Cedar Street Newington, CT 06111	

**FORMAL APPLICATION REQUIRED. APPLICATIONS AVAILABLE AT THE TOWN MANAGER'S OFFICE OR
WWW.NEWINGTONCT.GOV**

POSITION SUMMARY

Performs increasingly responsible social casework services and conducts volunteer programs to the residents of the Town of Newington.

ESSENTIAL FUNCTIONS

- Interviews residents to determine need for assistance and determines eligibility for various programs including financial assistance, medical aid, food, shelter and related services.
- Provides direct casework services including, individual, group or family counseling, crisis intervention, financial assistance, child abuse investigation, services to the aging and disabled, and referral services.
- Maintains accurate case histories, records and related files.
- Conducts periodic review of client needs and determines service eligibility.
- Maintains liaison with public and private human service and community service agencies.
- Prepares narrative and statistical reports.
- Participates in various Human Services programs including the Food Bank, Clothing Closet, home visits and youth programs.
- Performs other related work as required.

REQUIRED KNOWLEDGE AND ABILITIES

- Strong working knowledge of town, state, federal and private resources and entitlements available to public assistance applicants.
- Knowledge of social casework methods, principals and practices and the ability to interview and establish rapport with clients.
- Working knowledge of state programs and the ability to match with the variety of resources available to meet the complex needs of clients.
- Ability to deal effectively with clients, other agencies and the public.
- Ability in written and oral expression and the ability to keep accurate case records.

MINIMUM QUALIFICATIONS

- Masters Degree in Social Work, Counseling, Psychology or a closely related field; OR
- Bachelors degree in Social Work, Counseling, Psychology or a closely related field and at least two years' experience providing counseling and casework services.

SEE ATTACHED JOB DESCRIPTION FOR ADDITIONAL DETAILS AND REQUIREMENTS.
JOB DESCRIPTION SUBJECT TO CHANGE.

The Town of Newington is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, marital status, sexual preference, national origin, or disability.

Phone: (860) 665-8510 Fax: (860) 665-8507
townmanager@newingtonct.gov
www.newingtonct.gov

TITLE: SOCIAL WORKER II

POSITION SUMMARY: Performs increasingly responsible social casework services and conducts volunteer programs to residents of the town.

SUPERVISION: Receives general supervision from the Director of Human Services and functional supervision from senior staff members. Provides functional supervision to staff, students and volunteers as assigned.

ESSENTIAL FUNCTIONS: Interviews residents to determine need for assistance and determines eligibility for various programs including financial assistance, medical aid, food, shelter and related services. Provides direct casework services to a wide variety of clients, such services may include individual, group and family counseling, crisis intervention, financial assistance, child abuse investigation, services to the aging and disabled and referral to other agencies for assistance. Maintains accurate case histories, case records and related files. Compiles and uses computer for narrative history and statistics for case records. Conducts periodic review of client needs and determines service eligibility. Maintains liaison with public and private human service and community service agencies. Prepares narrative and statistical reports. Performs related work as required.

OTHER WORK PERFORMED: Food Bank, Clothing Closet, home visits to clients, uses computer to prepare statistical reports. Participate in positive youth development programs.

REQUIRED KNOWLEDGE AND ABILITIES: A good working knowledge of town, state, federal and private resources available to public assistance applicants. Good knowledge of social casework methods, principles and practices. Considerable ability to interview and establish rapport with a variety of clients. A working knowledge of state programs and ability to apply rules and regulations to clients. Good knowledge of individual, group and family counseling to a variety of clients. Good ability to match the variety of resources available to meet the complex needs of clients. Good ability in written and oral expression. Ability to keep accurate case records. Good ability to deal effectively with clients, other agencies and the public. Note: Social Worker assigned at the Senior and Disabled Center would have good knowledge and experience with gerontology and disability issues. Social Worker assigned to the Youth and Family Counseling program would have considerable knowledge and clinical experience with children and family issues.

QUALIFICATIONS: The skills and knowledge required would usually be acquired with a Master's Degree in Social Work, Counseling, Psychology or some closely related field; OR a Bachelor's Degree in Social Work, Counseling, Psychology or some closely related field and at least two years of experience providing counseling and casework services.

LICENSE OR CERTIFICATE: Connecticut Motor Vehicle Operator's License, Connecticut Motor Vehicle Public Service License for Social Worker assigned to after school programs. Social Worker for Youth and Family Counseling would be required to obtain their license.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.