



VACANCY ANNOUNCEMENT
SOCIAL WORKER – PART TIME

Closing Date: *Until Filled.*

TOWN OF ENFIELD

JOB DESCRIPTION

DEPARTMENT OF SOCIAL SERVICES

TITLE: Part Time Social Worker

GENERAL STATEMENT OF DUTIES: Performs responsible and confidential individual and group clinical work at the advanced level involving comprehensive evaluations, child/adolescent, adult, and family treatment, individual case management and coordination of services for an identified caseload. Weekly schedule is an average of 28 hours and may include early evenings and some weekends for special events.

SUPERVISION RECEIVED: Works under the general direction of the assigned Supervisor.

SUPERVISION EXERCISED: May supervise staff, interns or volunteers.

ESSENTIAL JOB FUNCTIONS: Provides comprehensive intake evaluations and assessments consistent with National Standards for Social Work Practice. Provides child/adolescent, adult and family treatment based on sound clinical judgement, theories and principals. Coordinates services with school personnel, police, pediatricians, other mental health agencies and all pertinent family members; monitors child/adolescent for positive change at home, community, and school. Provides comprehensive risk/crisis evaluations and takes appropriate actions to keep client and others safe. Maintains flexibility in providing services in settings other than the office; i.e., home, school, health clinics, and other community settings; prepares for sessions, provides accurate documentation **in a timely fashion**, and coordinates referrals to other services. May present educational talks to the community, schools, or police on various topics. Demonstrates working knowledge of community resources and works to help clients access them.

OTHER JOB FUNCTIONS: May provide consultation and leadership to various community groups and social services, or their agencies; may assist in the preparation and implementation of grants; perform other duties as required.

PHYSICAL/MENTAL DEMANDS: 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 of this job. While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to climb, balance, stoop, kneel, crouch, reach with hands and arms, stand, walk, use hands to finger, handle, feel or operate objects, tools, or controls. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job the employee is occasionally required to lift and/or move up to 20 pounds. Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must possess and consistently demonstrate proficient interpersonal skills. Must have ability to interpret, implement, evaluate, organize, consult, and focus. Must employ sound decision making skills. Must have the ability to deal with stressful situations, trauma, grief, and death.

WORK ENVIRONMENT: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. Work is routinely performed in an office, home, school, or community. The employee is occasionally exposed to communicable diseases. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions. Must be able to perform tasks requiring independent knowledge. Must be able to concentrate on fine detail with constant interruptions, attend to task for 45-60 minutes at a time and remember multiple assignments given over long period of time. The noise level in the work environment is usually quiet in the office and moderate in the field.

MINIMUM QUALIFICATIONS: Master's degree from an accredited college or university in social work, marriage and family counseling or related field required, and two years of clinical experience with

young children and families. Professional licensure and Bilingual/Bicultural, Spanish/English skills preferred. Must possess a valid driver's license.

Must have a broad knowledge of mental health treatment techniques. Clinical experience in child, adolescent, and family treatment, and/or adult treatment, depending on Division assignment; ability to work independently and collaboratively with others, including a diverse community population; ability to maintain client confidentiality; considerable ability in oral and written communications; considerable ability to establish and maintain effective working relationship with co-workers, other service providers, and the general public. Must have computer skills.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position. Revised 6-11-18.

Apply On-line at www.enfield-ct.gov

The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application process, please contact the Human Resources Department. EOE/AA/M/F