

## **Job Posting - Outreach Worker Stoneham Council on Aging**

The Town of Stoneham is seeking an Outreach Worker for the Council on Aging to perform professional social service administrative work in maintaining contact with the Town's senior residents.

This part-time position reports directly to Maureen Canova, Council on Aging Director. The essential duties and responsibilities include:

- Identify Stoneham residents age 60 and over
- Act as the initial contact person and refer seniors to appropriate community agencies.
- Conduct in-home visits to assist seniors in defining their needs and facilitate access to services. Make appropriate referral and follow-up visits to ensure adequacy of assistance.
- Provide advocacy in areas such as legal, social security, food stamps, health, housing, medical and fuel assistance, and any other programs available to senior citizens. Help to complete assistance forms.
- Seek and accept referrals from private individuals, social security agencies, religious and community organizations, and local law enforcement.
- Document identified needs and client status, and maintain up-to-date confidential client files. Use and maintain information using standard forms. Keep accurate confidential records including time, telephone contacts and mileage.

A Bachelor's Degree in social work or a closely related field. Two years experience in human service program or an equivalent combination of education and experience. Considerable knowledge of elder service programs and delivery systems are required, as well as considerable knowledge of local, State and Federal laws, including HIPAA privacy issues, and regulations governing the Council on Aging programs.

The successful candidate will possess the ability to work effectively under time constraints while managing crises and sensitive issues; communicate clearly and properly both orally and in writing while maintaining confidentiality; assess and make decisions regarding the welfare and safety of clients and their families; work independently; organize and maintain detailed and extensive records and prepare reports; maintain strictest degree of confidentiality. MUST be CORI certified and be able to operate a motor vehicle and possess a valid Massachusetts motor vehicle operator's license.

- Scheduled Days of Work: Monday thru Friday
- Up to 18 hours per week
- Hourly Rate: \$18.54

Please send a cover letter and resume, no later than Friday, November 4, 2016 to:

Debbie Pettengill  
Assistant to Town Administrator  
Stoneham Town Hall  
35 Central Street  
Stoneham, MA 02180  
**OR**  
dpettengill@stoneham-ma.gov

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