

**Town of Natick  
Job Description**

<b>Position Title:</b>	Social Work Administrator	<b>Grade Level:</b>	3
<b>Department</b>	Community Services	<b>FLSA Status</b>	Exempt
<b>Reports to:</b>	Senior Center & Community Services Director		

**Statement of Duties:** Position is responsible for managing and supporting social work services across the Council on Aging & Human Services Divisions. Position develops programs to meet the needs of residents, trains and supervises program staff, volunteers, interns, and provides individual support to individuals and families.

**Supervision Required:** The employee is under the direction of the Senior Center & Community Services Director

**Supervisory Responsibility:** The employee provides supervision to social work staff, interns and volunteers.

**Accountability:** Errors and omissions in work could result in missed deadlines, missed services, and adverse public relations.

**Judgment:** Position requires a high degree of independent judgment grounded in best case management/social work and intervention practices. Judgement is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision-making. Requires understanding, interpreting and applying federal, state, and local regulations.

**Complexity:** The work consists of advanced clinical and administrative application of a variety of concepts, practices and specialized techniques. Assignments typically involve evaluation and interpretation of conditions or complicated circumstances, or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using clinical assessment skills, or determining the intervention required to accomplish solutions.

**Confidentiality:** In accordance with public records law, employee has access to confidential files, client records, and department information.

**Work Environment:** Work is done in an office environment and as needed in private homes, requiring travel within the community. The office environment is busy and interruptions can occur. The employee may spend lengths of time at a computer terminal, on a telephone and/or operating office equipment. The employee will be required to lift, carry files, documents, records, equipment, program materials and supplies.

**Nature and Purpose of Contacts:** Work is primarily with residents of all ages, their families and friends. Contact with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where clinical skills are required to secure

Community Services Department  
Social Worker Coordinator

12/7/20

## **Town of Natick Job Description**

support, acceptance or compliance. Offers support and guidance for residents in crisis. Coordination occurs within the community services department and with community and government agencies, and town departments. Advocacy on behalf of clients independently and/or with community and government agencies.

**Occupational Risks:** Duties generally do not present occupational risk. However, if an employee fails to properly follow safety precautions and procedures, it could result in injury.

### **Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type 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.*

- Manages the division's current and prospective programs & services.
- Develops & implements social work systems, policies and procedures.
- Provides leadership and consultation to social workers in the development and implementation of care plans or goals.
- Provides oversight for data tracking and reporting;
- Prepares and presents effective written, statistical and oral reports.
- Facilitates support groups
- Provides outreach, support and guidance to interns.
- Works closely with the Senior Center & Community Services Director to develop new programs, initiatives, and projects;
- Performs interventions and consultations including home visiting, to provide assessment, referral and/or short-term counseling.
- Partners with municipal, community, government and medical personnel as necessary to ensure services are provided for Natick residents. Advocates as necessary on behalf of resident.
- Performs other duties as may be assigned.

### **Recommended Minimum Qualifications:**

Community Services Department  
Social Worker Coordinator  
12/7/20

## **Town of Natick Job Description**

### **Education and Experience:**

- Master's Degree in Social Work required and minimum 5 years of community social services experience with 2 or more years in a supervisory role. LCSW preferred.
- Proven experience developing and evaluating programs
- Expertise in identifying and accessing resources for individuals of all ages.
- Crisis intervention experience preferred
- Working knowledge of Microsoft Office and case management software.
- Valid MA driver's license required and a reliable means of transportation.

### **Knowledge, Abilities and Skill**

- Knowledge of the MA social services network, and issues affecting residents of all ages.
- Knowledge and understanding of MA state statutes, regulations, and other community and government agency criteria to develop effective and appropriate referrals.
- Ability to assess and evaluate situations and provide appropriate intervention.
- Ability to mediate, collaborate, multi-task, and be patient and flexible.
- Skill in listening and offering impartial counseling or advice.
- Ability to handle crises calmly and effectively.
- Investment in working effectively with co-workers, interns, volunteers and community members.
- Proven ability to develop new services; experience working with volunteers
- Interpersonal/interviewing, advising skills.
- Recognize and respect the need for confidentiality.

### **Physical and Mental 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*

Community Services Department  
Social Worker Coordinator

12/7/20

## **Town of Natick Job Description**

*accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

### **Physical Skills:**

- There is little or no physical demand needed.
- The ability is required to lift up to 30 pounds.

### **Motor Skills:**

- Duties may involve close hand-eye coordination and physical dexterity.

### **Visual Skills:**

- Ability to read, see, and differentiate between colors.

*This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*