



Social Services Director

A full-time position in a caring career

Social Services Director

The Town of East Hampton is seeking a passionate visionary to fill the full-time position of Social Services Director. The Social Services Director is responsible for creating, planning, organizing, coordinating and providing indispensable community social services programs for residents in crisis or in need of other services from the Town. The Social Services Director will work in collaboration with Town departments, community groups and outside agencies to develop resources and provide information and referral services for residents of the community in need of various support services.

Our ideal candidate should have the following:

- A working knowledge of problems and issues facing older adults, adults, veterans and youth and the principles, practices, theories and methodologies utilized in municipal services, operations and programs for these groups.
- A working knowledge of the federal, state, regional and local legislation, regulations and community programs and services for individuals and groups served.
- A thorough knowledge of pertinent municipal, state and federal law governing local wellbeing activities and objectives of federal assistance.

Preferred qualifications are possession of a Master's degree in social work, counseling, psychology, gerontology, or closely related field and at least for (4) years of direct services and/or work in the social services field, plus two (2) years of supervisory experience or an equivalent combination of experience and training. Possession and maintenance of professional licensure or certification in social work, marriage and family therapy, or similar or related field is desirable. This is a full-time, 35-hour-per-week position. The starting salary is between \$66,998. to \$78,821. per year, plus benefit package which includes health, dental, vision, 401a defined contribution plan, life insurance and various voluntary benefits, as well as PTO and paid holidays. This is a bargaining unit position.

Applicants should submit a cover letter, resume and employment application, no later than April 29, 2024, (or until filled), to the Town of East Hampton, Department of Human Resources, 1 Community Drive, East Hampton, CT 06424.

An employment application may be found at www.easthamptonct.gov. AA/M-F/EOE.

Posted: March 28, 2024

Closing: April 29, 2024, (or until filled)

Distribution:

- M. Angeli, NAGE, Local R1-216
- J. Dombroski, NAGE, Local R1-319
- M. Hanlon, AFSCME, Local 2407
- K. Merrifield, MEUI
- www.easthamptonct.gov
- Employee emails
- Town bulletin boards
- Board of Education
- CT Youth Services Association
- CT Association of Prevention Professionals
- CT Conference of Municipalities
- Rivereast News Bulletin (4/5/2024)
- Indeed.com



EAST HAMPTON, CT
SOCIAL SERVICES DIRECTOR

The Social Services Director is responsible for creating, planning, organizing, coordinating and providing community social services programs including older adult services, positive development, delinquency and drug prevention and diversion programming, as well as other social services programs for the Town of East Hampton.

General Description

The Director coordinates, directs, and provides programs and services for older adults, adults, veterans, youth, and families in crisis or in need of other social services for the Town. Works with Town departments, community groups and outside agencies to develop resources for older adults, adults, veterans, youth and families in crises and provides information and referral services for residents of the community and others in need of various support services.

Supervision Received

The Director works under the general supervision of the Town Manager.

Supervision Exercised

The Director is responsible for the oversight and supervision of prevention staff, counseling staff and interns, clerical personnel and related department personnel.

Essential Duties and Responsibilities

The essential duties and responsibilities listed are typical examples of work performed by positions in this job classification and are not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks, and responsibilities. Specific duties and responsibilities may vary depending on department or program needs without changing the general nature and scope of the job or level of responsibility. The duties listed here are intended only as illustrative of the various types of work that may be performed.

- Identifies needs for social services and plans for anticipated future needs.
- Performs services in assisting clients with completing local and state forms for assistance programs for citizens in need of financial or other assistance.
- Oversees and conducts interviews and determines eligibility for fuel assistance, emergency assistance for food, shelter, etc., local assistance programs and donated funds.
- Interprets state and federal regulations governing eligibility and grants, methods of payments and legal rights.
- Applies for and administers approved grants within the purview of the department.
- Prepares and monitors budgets and maintains financial and statistical records; prepares monthly, quarterly and annual reports for social programs as required or requested.
- Interacts with community and civic organizations as the liaison for the Town, and advocates for human services programs; establishes good community relations with schools, churches, social groups, etc.
- Administers and provides in-take for state programs.
- Serves as the Municipal Agent for the Elderly for the Town.

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- Collaborates with and supports Veterans Service Representative. Offers referrals to programs and services, and educational outreach for veterans and for veteran benefits.
- Provides counseling to persons and families in crises as approved.
- Supervises and assigns work to Marriage/Family Therapy and other counseling interns, staff and contractors.
- In cooperation with the Senior Center Coordinator, coordinates older adult/senior and disabled transportation programs including scheduling and driver oversight and oversees older adult/senior nutrition site management including daily lunch and Meals on Wheels.
- Assesses the needs of the community appropriate to department and develops programs to meet these needs.
- Oversees programs related to drug and alcohol use prevention and recovery, including programs designed for drug and alcohol use prevention in youth.
- Refers persons for therapy or other services to state or private agencies.
- Maintains a community awareness of problems faced by community members with a variety of public relations efforts.
- Provides crisis intervention and follow-up as needed.
- Acts as an advocate for individual youths as needed.
- Receives referrals from other agencies and responds to the specific case with appropriate resources as needed.
- Assists the health department regarding housing matters as requested and provides services related to evictions as may be required under State Statutes.
- Oversees youth diversion efforts the related juvenile offender activities in coordination with the Police Chief.
- Maintains confidential files and financial records on all clients from general assistance, including the disposal of said records according to State Statute.
- Prepares and administers budgetary accounts and authorizes expenditures for client services.
- Plans administrative schedule and department routine acknowledging the needs of the department for variations in days and times during which services and programs are provided.
- Performs related duties as required.

Knowledge, Skills & Abilities

- Working knowledge of the problems and issues facing older adults, adults, veterans and youth and the principles, practices, theories and methodologies utilized in municipal services operations and programs for these groups.
- Working knowledge of the federal, state, regional and local legislation, regulations and community programs and services for individuals and groups served.
- Ability to acquire an effective working relationship with the schools, police and court system as well as members of the general community.
- Ability to relate to people of all ages.
- Ability to train and supervise staff and volunteers.
- Ability to seek out and write grant applications.
- Ability to make written and oral presentations in a clear, concise and effective manner.

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- Ability to develop and implement programs for older adults, adults, veterans, youth and families.
- Thorough knowledge of pertinent municipal, state and federal law governing local wellbeing activities and objectives of federal assistance.
- Thorough knowledge of the general theory and practices of social services administration.
- Thorough knowledge of community facilities and resources available to assist in the handling of relief cases.
- Ability to deal with the public and to interpret departmental objectives and policies, including the ability to present recommendation of findings effectively and writing and orally.

Preferred qualifications

Master's degree in social work, counseling, psychology, gerontology, or closely related field and at least four (4) years of direct services and/or work in the social services field, plus two (2) years of supervisory experience or an equivalent combination of experience and training. Possession and maintenance of professional licensure or certification in social work, marriage and family therapy, or similar or related field is desirable.

Special Requirements

- Computer literacy required.
- Must possess and maintain a valid Connecticut motor vehicle operator's license.

Tools & Equipment Used

Operates a computer, word processing, financial and database programs, printer, calculator, telephone, fax machine, microphone equipment and standard office equipment.

Physical 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.

Work is performed mostly in an office setting. Some outdoor work may be required. Some evening and weekend work will be required. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands or arms. The employee is occasionally required to stand or walk. The employee must occasionally lift and /or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations

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may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may be exposed to wet and /or humid conditions, or airborne particles. The noise level in the work environment is usually quiet in the office.

General Guidelines

The duties listed above 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.

THE 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.

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