



TOWN OF WESTBOROUGH MASSACHUSETTS

ASSISTANT TOWN MANAGER
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EMPLOYMENT OPPORTUNITY SOCIAL WORKER WESTBOROUGH YOUTH AND FAMILY SERVICES

The Town of Westborough Youth and Family Services Department seeks applications from qualified individuals for the part-time position of Social Worker. This position provides psychotherapeutic counseling, crisis intervention, case management, advocacy, assessment and resource and referral services to individuals, children, families and groups of all ages. Facilitates prevention and education programming to promote behavioral health and wellness. Conducts community engagement through clinical consultation, networking, community outreach and participation in local committees.

Applicants shall possess a Master's degree in social work; Independent Clinical Social Work License (LICSW) preferred but not required at time of hire. The ideal candidate will be an energetic individual with the demonstrated ability to engage with people of diverse cultures and backgrounds in a sensitive, respectful and affirming manner. Written and spoken fluency in a language other than English, preferred—particularly fluency in languages most commonly spoken in Westborough, including Spanish and/or Portuguese. Position requires valid driver's license and candidates must be available to work one evening per week and occasional weekend hours.

A full job description available on the [Town's website](#). This is a non-benefitted position offered at 19 hours/week; anticipated hiring range is \$29.62 to \$34.81 per hour. Email resume and cover letter in a single PDF to Kimberly Foster, Assistant Town Manager at jobs@town.westborough.ma.us The position will remain open until a suitable candidate is found.

The Town of Westborough is an equal opportunity employer that recruits and hires qualified candidates without regard to race, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, citizenship, disability, veteran status, or any other protected status. The Town of Westborough seeks a workforce that reflects the diversity of its community and all are encouraged to apply.



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Job Title: Social Worker	Reports To: Youth and Family Services Director
Department: Youth and Family Services	Job Code: H-4
Location: Forbes Municipal Building, 45 West Main Street	Hours per week: 19
Revised: May 28, 2021	FLSA Status: Non-Exempt

SUMMARY: Provides psychotherapeutic counseling, crisis intervention, case management, advocacy, assessment and resource and referral services to individuals, children, families and groups of all ages. Facilitates prevention and education programming to promote behavioral health and wellness. Conducts community engagement through clinical consultation, networking, community outreach and participation in local committees. Performs the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Delivers direct client services for up to 60% of assigned work hours, while maintaining scheduling flexibility to meet the needs of peak demand: 50 minute clinical sessions, case management, resource and referral, group and other direct social services. Keeps written case records and maintains communication with collateral agencies. Diagnoses mental disorders, develops case formulations, treatment goals and treatment plans.

Actively participates in supervision to present and review clinical work, examine own clinical strengths and areas for improvement and to review compliance with administrative responsibilities. Participates in staff meetings and group consultations.

Responsible for planning, development, organization, set up and facilitation of training and education programs. This may include preparing materials, delivering presentations, writing press releases or newspaper articles, arranging speakers, setting up and cleaning up for events and purchasing materials.

Maintains a high level of responsibility in dealing with confidential material, and sometimes, life threatening situations in compliance with local and federal legal mandates, the Health Insurance Portability and Accountability Act (HIPAA) and the Code of Ethics of the National Association of Social Workers (NASW).

May provide supervision and back-up to other staff members on an as-needed basis.

Supervisory Responsibilities: Social Worker with independent clinical license (LCSW) may supervise social work interns, as requested by Director. No supervisory responsibilities at LCSW-level licensure.

Education and/or Experience: Master's degree in social work required. Certified Social Work license (LCSW) required. Independent Clinical Social Work License (LCSW) preferred. If LCSW, must be in pursuit of and eligible for LICSW within three years of hire. Experience providing psychotherapy to children and adolescents required. Experience delivering case management services to individuals or families required. Experience providing psychotherapy to adults preferred. Experience running group therapy or support groups preferred. Public speaking and/or training experience preferred. Experience with outreach and community engagement strongly preferred.

Language Skills: Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

Written and spoken fluency in a language other than English, preferred—particularly fluency in languages most commonly spoken in Westborough, including Spanish and/or Portuguese.

Reasoning Ability: Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

Computer Skills: Cloud-based electronic medical record; Outlook/email; Microsoft Word; PowerPoint (and/or other presentation software); Excel (only basic knowledge required); virtual meeting software (such as Zoom, Google Meets) for telehealth with clients and for professional meetings. Experience with Google Docs beneficial but not required.

Certificates, Licenses, Registrations: Must be licensed as a social worker in Massachusetts and must have a valid driver's license.

Other Skills and Abilities: Knowledge of clinical theories and practices, professional ethical principles from the NASW Code of Ethics and understanding of child welfare laws and policies. Ability to communicate effectively to individuals and groups to advocate on behalf of clients; provide training to children and parents; collaborate with other professionals. Knowledge of area resources, local and state mental health and social service agencies and their services. Ability to engage with people of diverse cultures and backgrounds in a sensitive, respectful and affirming manner. Ability to utilize language interpretation services in-person and via telephone.

Other Qualifications: Must be available to work at least one evening a week and occasional weekend hours, as needed. Required to travel to various locations around the region to participate in meetings and training programs and give presentations. Required to participate in activities with children.

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.

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds.

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 may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Prepared By: Cara Presley, LICSW, Youth and Family Services Director	Date: 5/28/2021
Recommended by Town Manager	Date: 06/03/2021
Approved by Board of Selectmen	Date: 06/08/2021