



City of Bristol
BRISTOL, CONNECTICUT 06010

JOB ANNOUNCEMENT

TEMPORARY POSITION
COMMUNITY SERVICES DIVISION
Department of Parks, Recreation, Youth & Community Services

Summary: Provides advocacy and connects clients to available community and regional resources, by assessing social service needs through intake interviews and gathering background information. Provides assessment of basic needs including financial, social, nutritional, environmental, medical and protective services. Makes referrals to appropriate agencies, including preparing reports and correspondence as required. Manages cases, reviews progress, facilitates referrals, advocates for clients with complex problems and performs follow up. Coordinates with State Marshalls to track pending evictions and organize the retention of personal effects during an eviction process. Prepares various local, state and federal reports as required. Greets public in professional manner and answers telephone inquiries. Maintains Excel database of financial accounts. Requires working knowledge of state and federal laws, regulations, and policies regarding health, housing and financial assistance as well as State and Federal programs.

Qualifications: Requires Associates Degree in Social Services with 2-4 years practical experience in social services or related field. Must be knowledgeable about community resources; familiarity with domestic violence, addiction, and disability issues desired. Requires excellent communication and interpersonal skills, maintain strict confidentiality, have basic working knowledge of Microsoft Office software. Requires valid driver license.

Work Type, Hours, Term of Assignment: Temporary, non-benefited position. 37 ½ hours per week, working Monday, Tuesday, Thursday, 8:00 a.m. to 5:30 p.m., and Wednesday 8:00 a.m. to 7:00 p.m. Assignment term is up to 90 days.

Salary: \$30.00/hourly.

REQUIRES COMPLETED ONLINE APPLICATION:

www.bristolct.gov

Closing: Open until filled.

EQUAL OPPORTUNITY EMPLOYER