

**TOWN OF SOUTH WINDSOR
HUMAN SERVICES DEPARTMENT**

**EMPLOYMENT OPPORTUNITIES
January 5, 2018**

**HUMAN SERVICES SPECIALIST I
ADULT & SENIOR SERVICES DIVISION**

- Position:** H.S.S. I – Program Coordinator (2 Positions)
- Hours:** Position 1: Monday through Friday 8 AM-4:30 PM
Position 2: Primarily four days per week 12 PM-8:30 PM; one day 8 AM-4:30 PM but can vary based on programming needs. Must be flexible.
- Responsibilities:** See attached Job Description
- Requirements:** See attached Job Description
- Salary:** \$40,000-\$45,000 depending upon experience
- Closing Date:** January 22, 2018 at 4:30 pm

Interested employees are requested to notify Vanessa Perry, Director of Human Resources, in writing by 4:30 pm on Monday, January 22, 2018.

PLEASE MARK CONFIDENTIAL

TOWN OF SOUTH WINDSOR
HUMAN SERVICES SPECIALIST I – Program Coordinator
Adult and Senior Services Division

NATURE OF WORK

This is professional human service position involved in planning, developing and coordinating programs and services for adult and senior populations.

An essential part of the duties of this position is assisting in developing a flexible and anticipatory organization that will provide cost-effective and customer-friendly delivery of quality services to the community. This includes developing new ways to deliver both the short and long-term needs of South Windsor residents consistent with the Town's goals and objectives.

Work is supervised by the Director of Human Services. Work is reviewed regularly for overall program effectiveness and efficiency.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Develops and coordinates programs and trips for senior population; which can include evening and weekend programs and trips. Shop for supplies related to programming.

Works with director to assess program needs in community; conducts research through surveys and service consumer feedback to determine program needs and effectiveness

Coordinates transportation for senior trips

Prepares press releases and other pertinent publicity functions

Interfaces regularly with programs to ensure smooth functioning

Assists other program staff as needed

Assists in the development and implementation of human services programs as needed; works with volunteers.

Prepares narrative and statistical reports as needed.

OTHER JOB FUNCTIONS

Performs related work as required.

HUMAN SERVICES SPECIALIST I (continued)

One theme of this Total Quality Management organization is teamwork both within departments and among departments to maximize quality service delivery to the citizens of South Windsor. Personnel are encouraged and expected to perform work not definitively described in their job descriptions. Recognition of individual performance beyond one's job description is a function of the Town's employee recognition programs and/or incentive pay plan.

REQUIREMENTS OF WORK

Graduation from a college or university with a Bachelor's degree in a Recreation program, Human Services or closely related field; two years experience in providing programs or related services; or any equivalent combination of training and experience that provides the following knowledge, abilities and skills:

Considerable knowledge of program development and implementation; desire to motivate and be part of dynamic senior center activities in a variety of capacities

Knowledge of social group behavior in community center that includes a senior center and teen center

Ability to relate to diverse population groups.

Ability to plan, prepare, oversee and evaluate a variety of programs that vary in length and scope.

Ability to use personal computer and standard office software.

Ability to communicate effectively both orally and in writing.

Ability to perform work consistent with the Town's goals of establishing and maintaining quality community services through cost-effective, customer-friendly service delivery.

Ability to establish and maintain effective working relationships with seniors, co-workers, division directors, other town departments/schools, businesses, other human services agencies and the general public.

NECESSARY SPECIAL REQUIREMENTS

Possess a valid Connecticut Motor Vehicle Operator's License.

HUMAN SERVICES SPECIALIST I (continued)

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. The set up and break down of tables and chairs is required at times. 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 frequently required to sit and talk or hear; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. The noise level in the work environment is usually quiet to moderate.

POSITION DESCRIPTIONS AND HOURS:

First Shift Program Coordinator:

Primarily responsible for daytime programs, volunteer management, trip planning. Supervises instructors and coordinates speakers. Assists with new fitness center as needed. Hours are Monday through Friday 8 AM-4:30 PM. Flexibility a plus.

Second/Evening Shift Program Coordinator:

Plans programs in the afternoons, evenings and weekends with a focus on but not limited to active programming for younger seniors (baby boomers) including trips. Assists in areas of new fitness center as needed. Hours are primarily four days per week 12 PM-8:30 PM; one day 8 AM-4:30 PM but can vary based on programming needs. Must be flexible.