

**TOWN OF HAMILTON**

**Town of Hamilton, Town of Manchester-by-the-Sea,  
Town of Essex & Town of Wenham  
Regional Social Worker**

Department	Health Department
Reports to:	Director of Health
Position Status:	Exempt
Weekly Hours:	35 Hours per week
Salary Classification:	To \$66,000 annually

**Position Summary/Purpose:**

The Regional Social Worker will provide critical community outreach for residents of the four towns; the Town of Hamilton, Town of Wenham, Town of Manchester by the Sea and the Town of Essex. The Regional Social Worker will provide crisis intervention and information referral services for all residents, infants to seniors, as well as working with the two regional school districts as both an educational and mental health resource. The Regional Social Worker will work with the Boards of Health and existing staff from each town, as well as leadership from the school districts, to address the unique challenges of each community. This position, in addition to those already staffed by each town, will provide the four communities the necessary resources needed to effectively serve the public health needs of their residents that each would not be able to attain individually.

**Supervision:**

*Supervision Received:* Works under the general direction of the Director of Health with additional guidance or the four member communities.

*Supervision Given:* Recruit, train and supervise volunteers and hire hourly employees.

**Essential Job Functions:**

- Provides information, referral and outreach services on various topics including shelter, food, employment, and health services access.
- Develops strong partnerships with community organizations/service providers
- Attends professional development programs and inter agency meetings to maintain knowledge of current programs and to promote HHS programs and services
- Develops and conducts programming
- Leads support group meetings as assigned/needed
- Maintains active caseload of clients

**Requirements:**

Bachelor's Degree and five (5) years' experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

#### Recommended Minimum Qualifications

- Must possess a valid, current license as a Licensed Clinical Social Worker, or have extensive, documented experience as healthcare social worker in Massachusetts.
- Must have access to own transportation and ability to travel throughout region.
- Must be competent in use of Microsoft Office and have experience using electronic health record programs.
- Must be physically able to bend, lift 20 pounds, and move up and down stairs.
- Must have current CPR and First Aid certification.

#### Desired Professional Qualifications & Experience –

- Current Massachusetts Social Work License
- CPR/First Aid Certification within three months of hire and continually maintained thereafter
- Valid driver's licensed
- Work may include evenings, weekends and holiday

Interested applicants should send cover letter and resume to: Michellelee Maloney, Director of Human Resources, Town of Hamilton: 577 Bay Road, Hamilton, MA 01982 or via email (preferred)

to: [mmaloney@hamiltonma.gov](mailto:mmaloney@hamiltonma.gov) Subject: Regional Social Worker – Health. The position is open until filled.