



# TOWN OF TEWKSBURY

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HUMAN RESOURCES DEPARTMENT

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## JOB POSTING

POSITION AVAILABLE: Elder Mental Health Outreach Team Case Worker (EMHOT)

QUALIFICATIONS: The Town of Tewksbury Council on Aging is seeking a strong candidate for the Elder Mental Health Outreach Team. The Case Worker should have a LCSW license and will be supervised by a LICSW for ongoing case management in three communities: Tewksbury, Billerica and Wilmington. A Master's in social work and LCSW is preferred, a LSW with minimum four years' experience will be considered or an equivalent combination of education and experience. Valid driver's license and vehicle as traveling is required. Must be CPR certified.

Specific job qualifications are listed in the job description attached.

HOURS/SHIFTS: 19 hours, flexible schedule required

SALARY: \$25.00 - 30.00 per hour

BENEFITS: None

POSTING DATES: From: December 15, 2022  
To: Until Filled

TYPE OF POSTING: Open

Applications may be obtained online at [www.tewksbury-ma.gov](http://www.tewksbury-ma.gov) or at the Human Resources office on the 2<sup>nd</sup> floor of Town Hall at 1009 Main Street.

The Town of Tewksbury is an affirmative action equal opportunity employer.

## **ELDER MENTAL HEALTH OUTREACH TEAM CASE WORKER (EMHOT) (19 HOURS/WEEKLY)**

**General Summary:** The Town of Tewksbury Council on Aging is seeking a strong candidate for the Elder Mental Health Outreach Team. The Case Worker should have a LCSW license and will be supervised by a LICSW for ongoing case management in 3 communities, Tewksbury, Billerica and Wilmington.

**POSITION PURPOSE:** The Elder Mental Health Outreach Team Social Worker will assist the Program Manager with cases assigned to the EMHOT Program.

### **Essential Duties and Responsibilities:**

- Makes home visits, assists seniors/families in defining their needs, facilitates access to services, makes appropriate referrals, and provides information regarding resources available including housing, health care, home care, transportation, nutrition, financial and legal services available to clients.
- Assists clients in accessing and completing required applications for local, State and Federal services and programs.
- Conducts assessment of clients; reviews and determines case management plan; coordinates and implements delivery of local, state, and federal services.
- Responds to crisis; coordinates with Program Manager, local agencies, and safety departments to modify or alleviate crises.
- Coordinates with Protective Services.
- Accepts referrals from private individuals, social service agencies, religious and community organizations and police and fire.
- Maintains confidential client files and records.
- Utilizes *My Senior Center* software to update client information and record services provided.
- Provides regular feedback to the Director of the Council on Aging and Program Manager regarding the needs of clients.
- Compiles and maintains all necessary program reports and records, with supervision of Program Manager.
- Assists in the development of programs to benefit the elder population and the community.
- All other duties as assigned by the COA Director or Program Manager.
- Attends seminars and workshops related to client and EMHOT program's needs.
- Assist with technology related communication/marketing.

### **Qualifications:**

- Master's in social work and LCSW preferred
- LSW with minimum four years' experience will be considered
- An equivalent combination of education and experience.
- Valid driver's license and vehicle as traveling is required.
- CPR certified.
- Knowledge of human services/mental health in the geriatric population
- Ability to manage crisis and sensitive issues.
- Ability to work and communicate with client and staff.
- Some knowledge of DSM-5

## **ELDER MENTAL HEALTH OUTREACH TEAM CASE WORKER (EMHOT) (19 HOURS/WEEKLY)**

- Ability to exercise patience, compassion, and flexibility and to make independent judgments in responding to emergency situations.
- Computer skills. Strong organizational skills, interpersonal, written and verbal skills.
- Considerable knowledge of elder service programs and delivery systems, specific to the Merrimack Valley.
- Ability to work and communicate with people and maintain confidentiality.
- Ability to assess, and make decisions regarding the welfare and safety of clients and their families.
- CORI check required

### **Supervision:**

The Outreach Worker is under the supervision and general direction of the Council on Aging Director/Program Manager.

Hours: 19 hours/week (non-union – non benefited position)

Salary: \$25-30 per hour-LICSW supervision hours and mileage reimbursement included.

Start Date: ASAP