

# BERKSHIRE REGIONAL PLANNING COMMISSION – POSITION DESCRIPTION

## PART I: ORGANIZATIONAL INFORMATION

<b>Position Title</b> Community Social Worker – Public Health	<b>Effective Date of Position Description</b> December 1, 2023
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## PART III: POSITION SUMMARY

This section contains a summary of the main responsibilities and requirements for all Community Social Worker positions within BRPC. Specific responsibilities and requirements for individual staff are described in PART III.

The major responsibilities of this position are:

### 1. Program/Project Responsibilities

The Community Social Worker serves as a team member for the planning and implementation of multiple regional and community social and public health services and projects. Responsibilities include:

- a. Plans, coordinates, and provides direct social services, health education and support to community members, municipal boards, and BRPC Program staff as assigned and as requested.
- b. Performs a wide range of functions within their area of specialization, including outreach, direct service delivery, connections to services and programs, education including group workshops and programs, assessment and individual goal setting and planning, personal support referrals, counseling, research, data collection, evaluation, and other tasks generally associated with Social Service and Education initiatives.
- c. Represents BRPC on coalitions and other meetings.
- d. Involved in policy development and implementation to ensure that all residents have access to the resources and information they need to live healthy, productive lives.
- e. Leads and facilitates public participation in social service projects and plan formulation and implementation.
- f. Advocates for those in need.
- g. Reviews analyses of impacts in their area of expertise.
- h. Complete assigned tasks according to schedule and hour/budget allocations.
- i. Provides support to Project Managers as necessary.
- j. Work with other BRPC staff to identify possible new projects/programs.

### 2. Overall Agency Responsibilities:

- a. Provides support to ongoing outreach and other activities, such as the agency newsletter, training, and website.
- b. Provides staff support to agency committees.
- c. Provides support to the organization and management of the agency's material related to their area of expertise.
- d. Provides technical assistance and expertise to Berkshire region municipalities.
- e. Provides technical assistance and support to other agency initiatives and projects.
- f. Interacts at a staff level with state and federal agencies in areas of expertise and in working on regional and state coordinating groups.
- g. Develops grants and provides support material for grant development and project management.
- h. Provides staff and technical support for Clearinghouse reviews as requested.
- i. BRPC is a smoke and drug-free workplace that does not discriminate based on race, ethnicity, age, or gender and actively seeks diversity, equity, and inclusion. Public Health Program staff are not permitted to smell of smoke, alcohol, or other controlled substances during working hours. Staff are also not permitted to engage in partisan political activities during work hours or use work equipment for this purpose.

The minimum qualifications for this position are:

A. Education or training:

- a. Massachusetts Licensed Certified Social Worker (LCSW) or Licensed Independent Certified Social Worker (LICSW) is required. Licensed Mental Health Counselor (LMHC) may be substituted for candidates with relevant experience.
- b. At least 2 years of direct community experience is required.
- c. 8+ years' relevant experience, a degree in a relevant human services field, and a MA LSW or LSWA license may be considered in lieu of LCSW, LICSW, or LMHC for exceptional candidates.
- d. Master's in Social Work (MSW) is strongly preferred.

B. Special licenses, registration, or certification:

- a. Driver's license valid for use in Massachusetts.
- b. Willingness to submit to background checks.
- c. LICSW, LCSW, or LMHC with appropriate experience or eligibility required and must be obtained within 3 months of hire. Exceptional candidates may be considered with LSW or LSWA.

C. Knowledge, skills, and abilities:

- a. Experience providing in-person community and home visits.
- b. Cultural awareness, empathy, and resilience.
- c. Ability to work independently, stay organized, and create new opportunities.
- d. Strong research and analytical skills, with a specific ability to analyze complex social issues and formulate recommendations.
- e. Ability to complete multiple tasks on time and within budget.
- f. Excellent communication skills, especially the ability to communicate with diverse populations and individuals, write effectively, work directly with local officials, boards, and community members, and provide clear explanations to other BRPC staff.
- g. Strong skills and ability to communicate and work effectively with a wide range of people and organizations in a collaborative fashion.
- h. Ability to conduct fieldwork and participate in public meetings in all parts of the region utilizing a personal vehicle.
- i. Must have working proficiency in Microsoft Office programs.

**PART III: DETAILED POSITION DESCRIPTION**

<b>Position Title</b> Community Social Worker – Public Health	<b>Effective Date of Position Description</b> December 1, 2023
<b>Name</b> Open	<b>Effective Date of Position Description</b> Public Health Program Manager & PH Alliance Coordinator

This section contains a description of the main responsibilities and requirements for this specific position **in addition** to those described in PART II.

1. Program/Project Responsibilities

a. General Responsibilities

- Plans, coordinates, and provides direct social services, health education and support to community members, Boards of Health, and Public Health Program staff as assigned and as requested by municipal Boards of Health.
- Provide support to multiple projects within the Public Health Program, with an emphasis on Community Social Work and Health Equity. The Community Social Worker may also provide support to other projects of the Public Health Program depending on interest and need.

- Provide support to health inspectors and public health nurses during housing inspections or disease investigation as requested when mental health or other social service issues are identified or suspected.
- Coordinate and/or provide a complex web of social services and health education in Berkshire County. Work with a wide range of municipal residents from those who need help finding employment to those dealing with substance abuse issues or mental health concerns or in need of housing or other social services. The emphasis is on trauma-informed care, prevention, and collaborating with other professionals and agencies to ensure the best public health outcomes for individuals, their families, and their communities.
- May also be involved in policy development and implementation. This might include working with local government agencies to ensure that all residents have access to the resources they need to live healthy and productive lives.

b. *Specific Tasks*

- Support Public Health Program staff, nurses, and inspectors in providing comprehensive public health services in active Berkshire Public Health Alliance member communities.
- Advocate for individual and community needs by working with various government agencies, social service organizations, and the general public.
- Educate individuals, families, and groups about available resources, support systems, and coping mechanisms to help them overcome difficult situations and dependencies.
- Provide group counseling/training sessions as need arises and expertise allows such as those for hoarding, bereavement, dementia, etc.
- Assist residents in identifying their goals and developing action plans to achieve them.
- Help residents navigate through bureaucracy and red tape to access the services they need. Contact and make referrals to other agencies and services.
- Connect residents with appropriate resources, such as food pantries, shelters, and job training programs.
- Serve as a liaison between residents and service providers, advocating on behalf of the residents when necessary.
- Conduct home visits to assess resident needs and provide support.
- Watch for and report signs of child and elder abuse.
- Help clients get involved in beneficial activities such as sports, exercise, art, music, clubs, volunteering, etc.
- Keep detailed records of client interactions and progress.
- Write reports and proposals to help secure funding for needed programs and services.
- Plan and implement community outreach events and workshops.
- Attend coalition and project meetings as applicable.
- Stay up-to-date on changes in relevant laws and regulations.
- Take a leading role in Diversity, Equity, and Inclusion (DEI) Education.
- Support, facilitate, deliver, or create Public Health Education Campaigns.

2. Overall Agency Responsibilities:

- a. Participate in other Public Health Program projects as assigned, such as Disease Education and Response support, Emergency Preparedness Education and Response, and Tobacco Control Education initiatives.
- b. Back-up support for other Public Health Program Initiatives.
- c. Assist with the development of new projects for the Public Health Program and BRPC

The minimum qualifications for this specific position are:

A. Education or training:

- a. Bachelor's degree in social work, public health, sociology, psychology, or related field and at least two years community experience required.

- b. MSW with LCSW, LICSW or eligible for license required. LMHC with appropriate education and experience may be considered. Exceptional candidates with LSW or LSWA and at least 8 years' relevant experience may be considered.
- c. 2-8 years professional experience in social work, community organizing, or related field preferred or equivalent education and experience.
- d. Preferred qualifications: Master's in Social Work (MSW) from an accredited school. LICSW or LCSW licensure, or eligibility within 3 months of hire. Community social work experience.

**B. Special licenses, registration, or certification:**

- a. Driver's license valid for use in Massachusetts.
- b. Personal Vehicle available to travel throughout the county.
- c. Licensed Social Worker in Massachusetts.

**C. Knowledge, skills, and abilities:**

- a. Demonstrated commitment to social, economic, and racial justice.
- b. Excellent verbal and written communication skills.
- c. Strong interpersonal skills and ability to build relationships with diverse groups of people.
- d. Cultural competence and ability to work with people from diverse backgrounds.
- e. Outreach and education experience with experience communicating persuasively with people from all walks of life, or equivalent combination of education and experience.
- f. Excellent time management, problem solving, communication, and collaboration skills are a must.
- g. Bilingual Spanish/English a plus
- h. Portuguese, Creole and/or French a plus
- i. Experience in community organizing and mobilizing.
- j. Outreach and education experience preferred with experience communicating persuasively with diverse groups of people.

**Work environment for this specific position:**

- A. This is an offsite, full-time, benefited position with a generous benefit package and flexible work schedule of 35 hours per week with pay twice a month. A flexible work schedule does not mean this is a fully remote position. The expectation is that the person would live within easy commute of Berkshire County to accommodate the need to meet with residents and local agencies, attend the occasional night and weekend meetings, and assist with local emergencies.
- B. Appropriate weekly supervision by an LICSW will be arranged if possible.
- C. Unless otherwise approved, core work hours should be covered every workday.
- D. Must have a home office with internet and phone/cell service. Work computer will be provided.
- E. Work in an office setting as well as travel to meet with residents, agencies, or attend meetings.
- F. May occasionally have to work nights and weekends, depending on projects and special events.
- G. BRPC is a drug and smoke free workplace, does not discriminate based on race, ethnicity, age, or gender and actively seeks diversity in hiring.
- H. The BRPC Public Health Program staff works together as a team to address and improve public health outcomes in Berkshire County.

**PART IV: PERFORMANCE PLAN: July 1, 2023 – June 30, 2024**

N/A

(Additional Comments by Employee)

**PART V: SIGNATURE LINES**

We understand the above statements, and they are complete to the best of our knowledge.

Employee's signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor's signature \_\_\_\_\_

Date \_\_\_\_\_

Executive Director's signature \_\_\_\_\_

Date \_\_\_\_\_