



City of Bristol
BRISTOL, CONNECTICUT 06010

JOB ANNOUNCEMENT

COMMUNITY SERVICES COORDINATOR BRISTOL COMMUNITY SERVICES

SUMMARY: Assesses social service needs of incoming residents through interviews and gathering background information, then connecting clients to available resources and providing advocacy and follow up as needed. Assess basic needs including financial, social, nutritional, environmental, medical and protective services. Makes referrals, prepares reports and correspondence. Manages cases, reviews progress, facilitates referrals, advocates for clients and performs follow up. Assists in handling fair housing requests, evictions, auctions, relocation activities, and special programs. May be required to attend Fair Housing related activities/meetings. Assist in budget and grant preparation, data collection and associated duties. Maintains Excel database of financial accounts. Greets public in professional manner and shares reception duty with other office personnel. Answers telephone inquiries, processes mail, orders requisitions and purchase orders for the Department. Processes payroll and maintains attendance records. May be required to assume veteran and community-related services activities. May support/train volunteers and interns as assigned.

TYPE/SCHEDULE: Full-time position, working 37½ hours per week. Generous benefits.

QUALIFICATIONS: High school graduate or equivalent with 4 to 6 years practical experience in social services or related field or an Associate's Degree in Social Services (or related field) plus 2 years practical experience. Prefer training/certification in government sponsored health care programs, relocation and fair housing laws and tenant landlord rights and responsibilities. Requires working knowledge of state and federal laws, regulations, and policies regarding health, housing and financial assistance as well as State and Federal programs, and community resources. Prefer familiarity with domestic violence, addiction and disability issues. Requires excellent communication and interpersonal skills, strict confidentiality, must maintain effective working relationships and valid Driver's License. Must have intermediate knowledge of Financial Management systems to include payroll and purchasing, Spreadsheet software, Word Processing software, and basic knowledge of Database and Internet software.

COMPLETE ONLINE APPLICATION & ATTACH RESUME AT:
www.bristolct.gov

DEADLINE: Thursday, August 28, 2014.

EQUAL OPPORTUNITY EMPLOYER