



NOTICE OF VACANCY

TITLE: Bilingual (Spanish) Social Service Navigator
DEPARTMENT: City of Salem Council on Aging
POSITION STATUS: Full time, non-union position with benefits
SALARY: Up to \$45,000, DOQ; position eligible for \$5000.00 sign on bonus

SUPERVISION RECEIVED AND EXERCISED:

Position reports to Social Service Coordinator, with Council on Aging Director's oversight.

JOB SUMMARY:

This full-time position provides outreach to Salem's older adults and persons living with disabilities. As a member of the Social Services staff of the Council on Aging, the Social Work Assistant will assist in all the work of the unit. Primarily, she/he will work to develop, enhance, and maintain community relations between the City and the targeted population.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Fostering relationships with City departments, community groups and agencies, including, but not limited to: Police, Fire, other public safety agencies, Board of Health, churches, hospitals, home care agencies and skilled nursing facilities. Seek and accept referrals from the Social Service Coordinator and other community agencies. Conduct in-home visits and office appointments to assist elders in defining their needs and facilitate access to services. Refer clients to appropriate agencies. Document identified needs and client status, and maintain up-to-date, confidential client files. Assist with updating resource fact sheets. Other duties as assigned.

QUALIFICATIONS:

Associate's degree in social work, human services or related field. 1-3 years' experience working in the field of gerontology, human services or related field (preferred). Strong social/interpersonal, written and verbal communication skills. Ability to maintain effective relationships with agencies. Successful completion of CORI background check. Must have valid Massachusetts driver's license and own vehicle. Demonstrable and working knowledge of aging network and its specific needs. Ability to speak Spanish required.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

More than half the time spent in normal office setting. Regularly uses computers and office equipment, and employee is required to communicate with others and be mobile. Employee could face inclement weather when out in the field visiting clients, following-up on referrals, and occasionally may lift up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

HOW TO APPLY:

Individuals are encouraged to apply to the City using this email address: jobs@salem.com, and position will be open until a qualified candidate is chosen.

Human Resources, City of Salem, Lisa B. Cammarata, Director
98 Washington Street, 3rd floor
Salem, Massachusetts 01970

DATED: June 27, 2024

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