

NOTICE TO LOCAL #1310 EMPLOYEES

SUBJECT: NEW POSITION – Community Health Social Worker

Pursuant to Article VII, Section 2 and 3 of the 2023-2026 Collective Bargaining Agreement between Public Service Employees Local #1310 and the City of Wilkes-Barre, job openings are to be filled through a bidding process.

Applications for the position of **Community Health Social Worker** in the Department of Health & Welfare, Bureau of Regulation and Inspection will be accepted in the Bureau of Human Resources from March 19, 2024 through March 25, 2024. Applicants who wish to be considered for this position shall submit a standard application and resume to Ceili Jones, Human Resources Director and shall attach thereto any other data that would be helpful in determining their qualifications.

Pertinent information for this position is as follows:

POSITION:	Community Health Social Worker
BUREAU:	Communicable Disease Control
DEPARTMENT:	Health and Welfare
SUPERVISOR:	Associate Director of Personal Health
SALARY:	\$72,000
UNION:	Public Service Employees Local #1310

HOURS OF WORK:

- a. 9:00 a.m. to 4:30 p.m.; one (1) hour paid lunch period.
- b. Have a willingness/availability to work off hours and weekends as needed.

DUTIES:

- a. Work in conjunction with other city departments, offices, community focus teams and outside agencies to provide community-based interventions.
- b. Conduct assessments/surveys, communicate with clients and make referrals to community agencies and organizations.
- c. Develop response plans to assist residents who frequently utilize emergency services.
- d. Maintain contact with participating clients via phone, email, mail, home visits and videoconference; as appropriate.
- e. Conduct home/virtual visits to develop individual and community-based plans of care, provide education and incentives, and provide follow-up visits with families.
- f. Establish and maintain connections with parenting programs, community health, social service, education and legal service agencies, and other support services within the city.
- g. Maintain accurate records and observe HIPAA requirements.
- h. Generate data and reports appropriately to evaluate the effectiveness of service.
- i. Attend local and regional meetings and trainings relevant to Community Social Work.
- j. Document all client contacts using required written forms: assessment forms, referral forms and discharge.
- k. Assists in all nursing clinical services and programs.
- l. Manage, monitor, and evaluate maternal and children's health programs.
- m. Assists in the development of new approaches to improve program delivery, content, and/or implementation.
- n. Occasional evening and weekend work, as well as some overnight travel required.
- o. Local travel required.
- p. Satisfactorily complete all required training.

- q. Report to the Director of the Health Department.
- r. Perform all other related duties as assigned.

QUALIFICATIONS:

- a. A minimum of 5 years experience as a Registered Nurse with active licensure.
- b. Ability to provide professional insight into effective strategies for managing cases involving mental health, drug addiction and emergency housing relocation.
- c. Must demonstrate strong organization, time management and problem-solving skills.
- d. Ability to deliver effective individual education and follow up as needed with families.
- e. Ability to assess and triage social services quickly.
- f. Ability to work, both independently and in a team environment to meet objectives, with minimal supervision.
- g. Documentation skills including good oral and written comprehension, computer literacy, accurate and timely documentation and record keeping abilities.
- h. Experience working with diverse populations and low-income individuals.
- i. Ability to work with the public in a courteous manner.
- j. Experience in case management and community health work.
- k. Experience successfully coordinating community events with multiple agencies.
- l. Experience in data collection/entry and evaluation monitoring.
- m. Ability to maintain confidentiality with all information.
- n. Knowledge of state, local and private welfare resources.
- o. Currently possess and maintain throughout the duration of employment a valid Pennsylvania Driver's License.
- p. Must clear child abuse and criminal history check.
- q. Ability to physically perform the duties listed above.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

- a. Position requires standing, climbing, walking, bending, stooping, and working from a reclined /elevated position up to eighty (80%) percent of the time.
- b. Position requires exposure to adverse weather conditions, disagreeable odors and fumes, insect infestation, and properties which are not fit for human habitation.

OTHER

- a. Employees shall be required to reside within the City of within 13.5 standard miles of Wilkes-Barre City Hall, 40 East Market Street, Wilkes-Barre, PA 18711.



Ceili Jones
Director of Human Resources
March 18, 2024

INDIVIDUALS OTHER THAN MEMBERS OF PUBLIC SERVICE EMPLOYEES' LOCAL #1310 MAY APPLY FOR THIS POSITION BUT THEY ARE NOT COVERED BY ARTICLE VII OF THE AFOREMENTIONED COLLECTIVE BARGAINING AGREEMENT.

THE CITY OF WILKES-BARRE ASSURES THAT EMPLOYEES AND APPLICANTS FOR EMPLOYMENT ARE NOT DISCRIMINATED AGAINST BECAUSE OF RACE, AGE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, DISABILITY OR FAMILY STATUS.

THE CITY OF WILKES-BARRE IS AN EQUAL EMPLOYMENT/ AFFIRMATIVE ACTION EMPLOYER