



# Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

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**March 5, 2025**

**REPOST**

**Job # 2025-2**

## **ANTICIPATED OPENING PLEASE POST**

### **POSITION:**

**Social/Outreach Worker**

Public Health Department

### **HOURS OF WORK:**

**Monday – Friday**

Full-time/35 hours per week

### **SALARY:**

**\$55,182.82 - \$56,838.30 per year**

(According to non-union salary schedule)

### **SUPERVISION RECEIVED:**

The Social/Outreach Worker works under the direct supervision of the Public Health Director.

### **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

Plans, coordinates and implements social services for residents of the City of Haverhill. Screens residents and determines eligibility for programs, when and if, appropriate. Make decisions quickly and communicates effectively within a diverse population, focusing on the goals and missions of the Public Health Department.

Conducts in-home visits to assist with information and service delivery; provide necessary referrals as needed.

Responds to crisis; coordinates with Public Health Director, local agencies and public safety departments to modify and alleviate crises; involves appropriate person to respond to situation.

Assists residents in accessing and completing required applications for local, state and federal services and programs.

Maintains files and records in a confidential manner.

Complies and maintains all necessary program reports and records, with the supervision of the Public Health Director.

Performs other work as assigned by the Public Health Director.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.



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## QUALIFICATIONS, KNOWLEDGE AND ABILITIES:

Bachelor's degree in social work, nursing, public health or related area, Masters in Social Work and LCSW preferred.

Valid driver's license and vehicle as traveling is required. CPR certification.

Ability to work independently and as a team member. Strong ability to engage in meaningful, therapeutic relationships with children, parents/caregivers, and community partners.

Commitment to delivering individualized and culturally informed services. Excellent communication and organizational skills. Recognition of the importance of, and respect for, confidentiality. Good computer skills as well as strong documentation skills. **Spanish speaking a plus.**

## PHYSICAL REQUIREMENTS:

Ability to move in and out of offices, buildings, and up and down stairs. Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies and office equipment weighing up to 30 pounds.

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Visual demands require routinely reading documents for general understanding and analytical purposes and ability to read. Must be able to attend meetings at various sites within the City (which may include evening meetings). Workday may exceed more than seven (7) hours. **Attendance is mandatory.**

Applicants will be required to undergo a background check including CORI/SORI screening prior to appointment.

**CLOSING DATE: Wednesday March 19<sup>th</sup>**

**APPLICATION IS AVAILABLE ONLINE AT:**

**[www.cityofhaverhill.com/departments/human\\_resources/job\\_opportunities.php](http://www.cityofhaverhill.com/departments/human_resources/job_opportunities.php)**

**Application can be saved and sent as attachment when applying online. Cover letter, application and resume should be sent to: CITY OF HAVERHILL HR DEPARTMENT AT [HRD@HAVERHILLMA.GOV](mailto:HRD@HAVERHILLMA.GOV)**

**PLEASE REFERENCE JOB # 2025-2**

"The City of Haverhill is an AA/EEO/ADA Employer."