



Joseph C. Sullivan, Mayor

**Human Resources Department**

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**JOB POSTING**

**JOB TITLE:** Outreach Coordinator  
**UNION:** A.F.S.C.M.E.  
**LOCATION:** Elder Affairs  
**DATE AVAILABLE:** September 15, 2015  
**SALARY:** S-8 - \$38,110.80 - \$43,006.60

**QUALIFICATIONS:**

College degree or Bachelors in Social Studies or related field preferred. Previous experience in elder community services desirable. Minimum two (2) years' experience in working with elderly in COA programs or similar activities. Minimum Massachusetts Class D License and vehicle necessary. Requires a favorable report from a CORI check.

**RESPONSIBILITIES:**

Please see attached job description for complete details.

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**POSTING DATES:** September 16, 2015 – until filled

**Applicants may submit a cover letter and resume to the following address:**

Human Resources Department  
Town of Braintree  
1 JFK Memorial Drive  
Braintree, MA 02184  
or email to : [kshanley@braintreema.gov](mailto:kshanley@braintreema.gov)

**Town of Braintree is an Equal Opportunity Employer**

Date Approved: 10/1998

Grade: S-8

Union: A.F.S.C.M.E.

Apptg. Authority:

### OUTREACH COORDINATOR

#### NATURE OF WORK:

Social service, counseling, advocacy services of wide diversity to assist elders in achieving benefits and assistance entitlements.

#### SUPERVISION:

Works under the general supervision of the Department Head in conjunction with the Services Coordinator; responsibilities are performed with a good measure of initiative and independence. Supervision of Outreach Program.

#### JOB ENVIRONMENT:

Considerable field work locating and identifying elderly town residents in need of services. Required to drive and walk outdoors in all weather conditions. All other work is performed under typical office conditions.

#### ESSENTIAL FUNCTIONS:

*(The essential functions or duties listed below 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. Duties are not necessarily in order of importance or frequency of performance.)*

- Provides direct case management for difficult cases, i.e., shopping, "R You OK" program, reassurance phone calls or visits, home delivered meals or transportation services to frail elders.
- Refers eligible elders for homemakers, home health aides or respite.
- Logs daily statistics, maintains accurate records in a confidential file.

- Prepares and submits reports required by grants.
- Attends staff meetings and COA Board Meetings and submits information for newsletter.
- Considerable interaction with other town departments.
- Considerable telephone and paperwork required to obtain services and benefits.
- Regular and predictable attendance.

**KNOWLEDGE, SKILLS, AND ABILITY:**

**Knowledge:** Knowledge of the elder network throughout the Commonwealth and familiarity with local areas preferred. Knowledge of the elder network for the aged throughout the Commonwealth is very desirable. Working knowledge of computer spread sheet, database and word processing preferred.

**Skills:** General business and organizational skills. Good communication skills, both orally and in writing.

**Ability:** Ability to interact with general public, able to develop rapport with clients, to listen and to be sensitive to the needs of elders.

**REQUIRED QUALIFICATIONS:**

College degree or Bachelors in Social Studies or related field preferred. Previous experience in elder community services desirable. Minimum two (2) years' experience in working with elderly in COA programs or similar activities. Minimum Massachusetts Class D License and vehicle necessary. Requires a favorable report from a CORI check.