

FY 2023 Budget Questions & Answers
Finance Committee

Dept. Number, Name + Account	Questioner's Name/Question	Response
510 Board of Health	Greene: Do you still have the requirement to contact trace for COVID? If not, do you still need the ARPA funding for contact tracing (\$37,050)?	Rae Dick: We are no longer required to contact trace for COVID19. We have not returned the ARPA funding yet because we wanted to wait a few months to see if there was a significant spike in cases or a spread of a new variant. All past contact tracers were let go. We have no issue with returning this funding. If the state should ask local health departments to begin contact tracing again, we will request ARPA funding.
510 Board of Health	Greene: Do you have any open positions currently? If so, which ones?	Rae Dick: We have the following positions vacant, the Director of Environmental Services and the Food Inspector.
510 Board of Health	Greene: How does the Regional Wellness Coordinator fit with your department?	Rae Dick: The Regional Community Health and Wellness Coordinator is a full-time employee who assists four communities, (Westford, Lowell, Acton, and Dracut) per the DPH Public Health Excellence grant. Her salary and benefits are paid out the grant. She provides 10 hours a week to our department. She provides community health and wellness programming, data collection, youth risk survey for the schools, substance/mental health services. She is spear heading our community health assessment for department accreditation.
510 BOH	Greene: How many vehicles does the Board of Health and Health department have currently? Please list make, model, year and mileage of each.	Rae Dick: The Health Department has two vehicles. A 2017 Ford Explorer SUV at 13,558 miles and a 2019 Ford 150 truck at 10,149 miles.
510 Board of Health	Greene: Where do the permit and services receipts get	Rae Dick: Revenue from all permits go to the

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	deposited? Revolving fund, general fund...?	<p>general fund. Checks received from the school dental program also go to the general fund. Revenue from immunization clinics go into the Immunization Revolving Account.</p> <p>MRC services, the Regional Community Health and Wellness Coordinator, the Grant Manager, and the Accreditation Coordinator positions are paid through grants. We request donations each year for the senior dental program and that goes into a gift account.</p>
510 Board of Health	Nilsson: How would a potential Wellness Director support this department and the town residents?	<p>Rae Dick: Our department does not have a Wellness Director. There is a new Community Health and Wellness Coordinator position that will fall under the Town Manager's office.</p> <p>O'Donnell: Please see the attached job description for this position.</p>
541 Council on Aging	Greene: Could Paul Fox give an update on the HVAC system? Is the decrease in HVAC maint in anticipation of the new system?	<p>Paul Fox: The Engineer's report has been completed for the Cameron Senior Center. The Clean Energy and Sustainability Committee is set to make their recommendation on 4/11/2022 and the Permanently Town Building Committee is set to make their recommendation on 4/18/2022. These recommendations will then be taken to Capital for their approval. With authorized funds coming from Town Meeting or ARPA and with support from Ameresco, construct is possible to start in October 2022. I would not recommend decreasing the HVAC in anticipation of the new system and instead re-</p>

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		appropriate the fund towards an appropriate preventative and predictive maintenance program.
541 Council on Aging	Nilsson: Is one social worker sufficient to support Westford's residents' needs?	Claro: Very insightful question- Two trains of thought- What is the Town's expectation of providing social services? With the new Mental Health Wellness Coordinator coming on board, it may be good to see what types of referrals this coordinator will be providing to our Town Social Worker and perhaps to School Adjustment Counselors. I would appreciate the opportunity to follow-up on this question next year. Thank you!



Town of Westford Job Description

<u>Position Title:</u> Community Wellness Coordinator (Funded through the American Rescue Plan Act (ARPA))	<u>Band/ Step/ Hourly Wage:</u> Band 3	<u>Previous Rev Date:</u>
<u>Reports To:</u> Town Manager	<u>Department:</u> Town Manager	<u>Current Rev Date:</u> New Position – 1/2022

Approximately 18-month position with the possibility of extension.
 Position subject to the availability of funding.

Union Position: No
 37.5 hours/week

Position Summary:

Provide community outreach and education to the Westford community on the availability of programming and services to support individual and family well-being. Provide coordination across Town departments on local resources and services on issues of mental wellness and substance abuse disorders. Increase overall awareness by sharing knowledge and resources.

Principal Responsibilities:

1. Routinely assess, evaluate and report on local service data, statistics and community needs for mental/behavioral health, substance abuse and other wellness needs.
2. Routinely coordinate communications and share resources across Town departments to grow staff understanding and capacity on community wellness needs and opportunities. Work collaboratively with Westford Public Schools, the Senior Center and the Health Department and first responders to create a bridge of services across all ages, populations. Develop, lead and maintain a “community taskforce”.
3. Develop and maintain a web-based resource for staff and residents on community wellness programs, services and emergency resources.
4. Identify public or private funding opportunities to support community wellness programs and initiatives for the Town of Westford. Support grant or proposal writing tasks and activities as needed.
5. Outreach to community groups to understand and address needs and concerns, and to strengthen community connections. Coordinate and collaborate with Town staff as needed.
6. Coordinate community education and awareness through town-wide events, partnerships and digital communication.
7. Respond to inquiries and direct to appropriate Town departments and/or resources. Conduct follow-up on inquiries and/or family resource needs in coordination with Town staff as required.

8. Provide a communication feedback loop to referral sources.
9. Participate in Town board or committee meetings upon request.
10. Perform other duties upon request.

Required Experience, Skills, Knowledge and Abilities:

- Prior work experience in human or social services is strongly desirable.
- Experience working with organizations or resources for interpreting or translation services.
- Excellent verbal, written and communication skills including with a variety of individuals from various disability, socio-economic, ethnic and cultural backgrounds, in person and over the telephone.
- Excellent collaboration skills to strengthen partnerships across town resources and services.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Use initiative and independent judgment within established procedural guidelines. Organize own work, set priorities and meet critical deadlines.
- Proficient in Microsoft Office Suite.

Education, Training, Special Licensure/Certification Requirements:

Bachelor’s degree in social work, human or social services related field. Working knowledge of federal, State, regional, and local human service agencies for all age groups; State law in regards to the neglect/abuse of children, disability and the elderly; State law in regards to individuals at-risk for harm to themselves or others; Confidentiality laws (HIPAA) in regards to client information and records. Driver’s license with proof of automotive insurance, acceptable CORI check, current CPR certification.

Contacts (boards & committees, vendors, general public, etc.):

Frequent contact and coordination with the public, town officials, town departments, schools, students, state and federal agencies, and outside organizations.

Supervisory Responsibility (Include Positions Supervised): N/A

Responsibility for Operating Budget: N/A

Primary Physical Requirements:

Must be able to operate a telephone, office machines, computer and view a computer screen for extended periods of time. Ability to hear, talk, reach, and grasp.

*Use **F** for Frequently, **O** for Occasionally, **R** for Rarely, **N** for Never

<u>Primary Physical Requirements</u>	<u>Other Physical Considerations</u>
<u>LIFT up to 10 lbs.:</u> O	<u>Twisting:</u> N
<u>LIFT 10 to 50 lbs.:</u> N	<u>Bending:</u> N
<u>LIFT over 50 lbs.:</u> N	<u>Squatting:</u> N
	<u>Kneeling:</u> N
<u>CARRY up to 10 lbs.:</u> O	<u>Crouching:</u> N
<u>CARRY 10 to 50 lbs.:</u> N	
<u>CARRY over 50 lbs.:</u> N	<u>PUSH/PULL:</u> N
<u>DURING AN 8 HOUR DAY,</u>	<u>WORK SURFACE(S)</u>
<u>EMPLOYEE IS REQUIRED TO:</u>	Desktop/Computer Table
	Stationary & Rolling Office Chair

Consecutive Hours

Sit: 1 2 3 4 5 6 7 8
Stand: 1 2 3 4 5 6 7 8
Walk: 1 2 3 4 5 6 7 8

Total Hours

1 2 3 4 5 6 7 8
1 2 3 4 5 6 7 8
1 2 3 4 5 6 7 8

Carpeted & Linoleum Floored Offices
Stairs and Elevators

Summary of Occupational Exposures:

This position may be performed in a remote or office setting.

Environment:

Inside: 100 % Outside: 0%

Position Title: Community Wellness Coordinator
(Funded through the American Rescue Plan Act (ARPA))

APPROVALS

<u>Town Manager</u>	<u>Date</u>
<u>Department Head</u>	<u>Date</u>
<u>Union Steward, if applicable</u>	<u>Date</u>
<u>Human Resources Director</u>	<u>Date</u>

Note: The purpose of this job description is to provide an outline of the more significant work elements of the position and to organize and present the information in a standard manner. It is not intended to describe all the elements of the work that may be performed by every individual in this classification, nor should it serve as the sole basis for Human Resource decisions and actions.

The employee's signature below acknowledges receipt and understanding of the above Job Description as a basis of job responsibilities:

Employee Signature

Date _____

Please print name