

Title: Community Wellness Coordinator	Reports to: Town Manager
Salary Range:	

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.

SUPERVISORY RESPONSIBILITY: None.

KNOWLEDGE, SKILL AND ABILITY:

- 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.

MINIMUM ENTRANCE 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.

PREFERRED QUALIFICATIONS: Prior work experience in human or social services is strongly desirable. Bi-cultural and bilingual abilities are a plus.

DETAILED JOB DUTIES:

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. Triage incoming calls which include both emergency and non-emergency requests to appropriate Town departments. 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.

Supervisor Signature

Date

Employee Signature

Date