Town of Mansfield
6 Park Row, Mansfield, Massachusetts 02048

JOB POSTING
SOCIAL SERVICES FUEL ASSISTANCE COORDINATOR

UNION AFFILIATION: Non-Union SALARY: 17.00 per/hour

Hours: 19 Hours Per Week – October through May

Under the Direction of the Council on Aging/Social Services Director, the Fuel Assistance Coordinator oversees all intakes for client applications for state and local fuel assistance programs. The Fuel Assistance Coordinator works with the Social Worker and staff of the department on client issues, meets with clients to assist in the completion of fuel assistance applications, works with fuel assistance programs and follows-up with clients throughout the process. The Fuel Assistance Coordinator is responsible for maintaining confidential client files, attending staff meetings and training and is responsible for compiling and inputting data into the social services database. The Fuel Assistance Coordinator may make home visits for those who, due to medical issues, are unable to come to the Social Services office. The successful candidate will be a high school graduate, associate or bachelor's degree is preferred. Previous experience in community social services or health-related field is a plus.

Please submit cover letter and resume by noon on November 18, 2016 to Human Resources, Town of Mansfield, 6 Park Row, Mansfield, MA 02048. Electronic submission is preferred to humanresources@mansfieldma.com. If submitting resumes in person, please submit directly to Patti Firing, HR Director, or Deb Herbert, Executive Assistant.

A complete job description is attached.

Mansfield is an Equal Opportunity Employer

TOWN OF MANSFIELD
Council on Aging
Social Services
255 HOPE STREET
P.O. BOX 232
MANSFIELD, MASSACHUSETTS 02048
Telephone (508) 261-7368/261-7369

8/21/06

SOCIAL SERVICES
FUEL ASSISTANCE COORDINATOR

POSITION OVERVIEW

Under the Direction of the Council on Aging Director, the Fuel Assistance Coordinator oversees all intakes for client applications for any and all state and local fuel assistance programs. The coordinator is also available for coverage of the Social Service office and all other office-related work where needed.

DUTIES/RESPONSIBILITIES

- Reports directly to the COA/Social Services Director
- Coordinates with the Social Worker and staff of the department on client issues.
- Meets with clients for completion of fuel assistance intake forms.
- Works with all related Fuel Assistance programs including - LIHEAP - Self-Help Inc. Joe Kennedy Oil Program - Salvation Army - Good Energy Neighbor Assistance Program and the Mansfield Utility Assistance Program.
- Completes and does follow-up work with client intake applications.
- Does home visits for those who (due to medical or health issues) are unable to come to the Social Services office.
- Maintains up-to-date, confidential client files.
- Attends monthly staff meetings & other meetings/trainings for fuel assistance where applicable.
- Compiles and inputs statistical data for all fuel assistance into the Social Services database.

QUALIFICATIONS

- Associates or BA Degree preferred.
- Must be CORI approved.
- Good social/interpersonal communication skills.
- Computer and good documentation skills a must.
- Ability to work independently.
- Previous experience in community social services or health related field a plus.

This position is a non-union part-time position.
19 hrs. /week - October through May.
EOE/AAE

Approved by Board of Selectmen 8/30/06