



Town of Reading
16 Lowell Street
Reading, MA 01867

Fax: (781) 942-9037

Website: www.ci.reading.ma.us

Finance Department
Human Resources Division
(781) 942-9033

Temporary Case Worker

Elder/Human Services Division
Community Services Department

Duties: Coordinates assessment of clients, reviews and determines case management plan, coordinates and implements delivery of services. Conducts needs assessment and determines eligibility for various programs. Responds to crisis and collaborates with local agencies and safety departments to modify or alleviate crises. Coordinates volunteers. Assists in the development of educational programs and support groups.

Qualifications: Graduation from a four-year college or university with a degree in social work or closely related field, advanced degree in social work, three years' experience in a Human Service Program or equivalent combination of education and experience. Must have computer skills to maintain records and compile statistics.

Salary: Starting salary is dependent on experience and qualifications.

Hours: 25-30 hours per week including Monday – Thursday afternoons and Tuesday until 7pm. Position will be available from approximately December 2013 through February 2014.

To apply, send a resume to C. Roberts, Human Resources Division, Town Hall, 16 Lowell Street, Reading, MA 01867 or by e-mail as a Word document to personnel@ci.reading.ma.us. Resumes reviewed in order of receipt until position is filled. Any questions about the position, contact Elder/Human Services Administrator Jane Burns at 781-942-6658.

Reading is an Equal Opportunity Employer M/F