

Town of Halifax
Help Wanted
Council on Aging
Outreach Assistant
Part-Time / 2 to 10 hours per week

The Town of Halifax is seeking qualified candidates for the part-time position of **Outreach Assistant**. This position is responsible for assisting the Council on Aging Director and Outreach Coordinator with planning, coordinating, and provisioning outreach and referral services to elders and their families as well as disabled residents of all ages in the Town of Halifax.

The Outreach Assistant will be expected to perform a variety of functions including, but not limited to, assessing, and facilitating connections to services and programs for unserved and/or underserved seniors, conduct home and/or office visits to assist elders and their families; and maintain confidential files for services provided by the COA. At times, the Outreach Assistant may be asked to respond to emergency events and offer assistance to the COA Director and/or Outreach Coordinator where applicable.

Associate's degree or equivalent journeyman's level of trade knowledge in Social Work, Human Services or a related field is preferred; Up to one (1) year related work experience preferably with the elderly population; or any equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

As a condition of employment, the successful candidate must be CORI certified and hold a valid Massachusetts Class D driver's license.

Pay rate: \$18.00 per hour (Grade U). This position is not eligible for benefits.

Application, resume, and any associated documents must be returned to the Board of Selectmen's Office, Halifax Town Hall, 499 Plymouth Street, Halifax, MA 02338 or submitted via e-mail to Apply@halifax-ma.org for first review by Tuesday, May 14th, 2024, at 3 pm. This position will be posted until filled. A full job description and employment application are available for download at www.halifax-ma.org/apply.

The Town of Halifax is an equal opportunity employer.