

NEWTOWN MUNICIPAL CENTER
3 PRIMROSE STREET
NEWTOWN, CONNECTICUT 06470
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Patrice Fahey
Human Resources Administrator

TOWN OF NEWTOWN
OFFICE OF HUMAN RESOURCES

TOWN OF NEWTOWN
SOCIAL SERVICES DEPARTMENT
CASE MANAGER/ADMINISTRATIVE ASSISTANT

General Statement of Duties: Assist the director in administration and delivery of social services for all ages of the population within the community; primarily located in the Social Services department

Supervision: Works under the direct supervision of the Director of Social Services

The Duties shall include but not limited to:

- Responsible for administrative and clerical functions including data management within the Social Services Department; assist the public with general information and social service programs
- Act as first point of contact for residents seeking assistance from social services
- Make client referrals to outside agencies when appropriate
- Coordinate Newtown Emergency Food Pantry in conjunction with local Salvation Army; manage and maintain the food pantry ; Assist the director in the coordination of holiday programs in conjunction with local groups
- Maintain accurate files documenting client activity and services provided in a clear and concise manner
- Perform other related duties as assigned by the director including clerical/administrative support for the Center for Support and Wellness
- Maintain website and social media for Social Services and Center for Support and Wellness

Qualifications: Must be able to maintain a calm, courteous manner at all times; must be available to participate in necessary training and ongoing information to assure proper up to date interpretation of state and federal general assistance programs; strong writing and communication skills necessary; typing and computer skills required including Microsoft Word and Excel; strong communication skills; BS degree preferred; high school diploma required

Salary: \$37,761/yr

Please apply
Office of the First Selectman – Human Resources
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EEO/Affirmative Action Employer