

HUMAN RESOURCES, LABOR  
RELATIONS, AND ADMINISTRATIVE  
SERVICES DEPARTMENT  
Telephone (203) 563-0118  
Fax (203) 563-0299



TOWN HALL  
238 Danbury Road  
Wilton, Connecticut 06897

E-mail: sarah.taffel@wiltonct.org

## POSITION POSTING

### DIRECTOR OF SOCIAL SERVICES

The Town of Wilton seeks a Director for its dynamic and progressive Social Services Department serving a population in excess of 18,000. This is a highly-professional, department head position responsible for the direction of community social services for individuals of all ages. Functions include: program design, coordination, implementation, and evaluation; source of information, referral, and advocacy with federal, state, regional, and local programs; individual, family, and group counseling; crisis intervention; participation in regional and local emergency crisis services planning, implementation, and evaluation; Town representative at area social service meetings; supervision, coordination, and review of staff of seven; serve on the Board of the Wilton Community Assistance Fund; preparation of the Department's annual budget; and draft reports and grant applications. Effective long range planning, needs assessments, and the development of strategic initiatives for improving the scope and reach of services provided are critical to the success of this position.

#### **Requirements:**

- Master's degree in Social Work (with appropriate state license) or related field from accredited college or university;
- Minimum 4 years of post Master's degree experience in social work, with clinical supervisory experience desirable, or equivalent experience;
- Knowledge of federal, state, and local resources available relevant to providing social services to Town's residents;
- Ability to effectively communicate through written and oral expression, including giving public presentations concerning social service issues and the departmental budget requests; and
- Proficiency in standard computer operations.

Starting salary: \$82,000-\$98,000 DOQ.

Excellent Benefits Package.

Town job application and position description are available at [www.wiltonct.org](http://www.wiltonct.org) or upon request from First Selectman's Office, 203/563-0100. EOE.

*Position will remain open until filled.*

11/13/06:slt