



70-19-9

City of Methuen

OFFICE OF THE CITY COUNCIL

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2020 FEB 12 AM 9:47

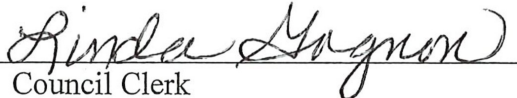
EMERGENCY PREAMBLE:

WHEREAS: It is in the public interest and to the furtherance of the public welfare of the citizens of the City Methuen that the attached resolution be passed forthwith;

BE IT ORDERED: That Order #936 and is hereby declared an Emergency Measure, as provided in Article 2, Section 2-9(b) of the Methuen Home Rule Charter

First Read: September 19, 2019
Adopted: September 19, 2019 (as an emergency)
Effective: Immediately

I do hereby certify that at a meeting of which a quorum was present, the foregoing emergency preamble was adopted by a unanimous vote on September 19, 2019.


Council Clerk


Jennifer Kannan, Council Chair

Approved under MHRC Sec. 3-6

Date: 10-9-19

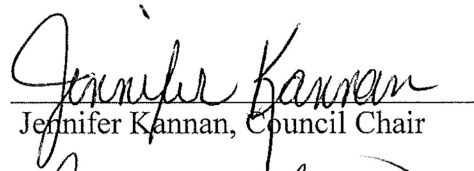
Approved:


James P. Jajuga, Mayor

First Read: September 19 2019
Adopted: September 19, 2019
Effective: Immediately

I do hereby certify that at a meeting of which a quorum was present, the foregoing ordinance was adopted by the Methuen City Council by a unanimous vote on September 19, 2019.


Council Clerk


Jennifer Kannan, Council Chair

Approved under MHRC Sec. 3-6
Date: 10-9-19

Approved: 
James P. Jajuga, Mayor

78-19-9

ORDER #

**ORDINANCE ESTABLISHING THE POSITION OF
OUTREACH /SOCIAL WORKER**

WHEREAS, the Mayor and the City Council recognize the need for an efficient and strong elder services department in local government; and

WHEREAS, this ordinance has been recommended by the Director of Elder Services,

NOW THEREFORE, be it ordained that Methuen Municipal Code, Chapter 6, Section 6-4, Schedule A-K is hereby amended by inserting the position of Outreach/Social Worker under the AFSCME A Wage and Salary Classification and that said Compensation Plan as established under Methuen Municipal Code, Chapter 6, Section 6-5, Schedule A-K, is hereby amended by inserting the following compensation classification as follows:

OUTREACH/SOCIAL WORKER/ELDER SERVICES

\$21.00 to \$24.00 per hour, 9 hours per week, 46 weeks, no fringe



City of Methuen – Job Description –

Job Title:	Outreach/Social Worker	FLSA Category (Exempt? Y/N):	N
Department:	Elder Services	Affiliation:	AFSCME A
Classification/ Salary Range:	AFSCME A	Reports To:	Exec. Dir. of Elder Services
HR Contact:	Director		

Job Description

SUMMARY:

Position is to perform tasks associated with making a connection with elders who may need encouragement and supportive services. Submits applications for benefits and services.

Responsibilities:

Works with Council on Aging staff to provide access to services and benefits including completing applications for SNAP, Smart 911 and other programs.

1. Assists in coordinating the Tax Relief Program and helping to recruit for various programs and services.
2. Works in cooperation with staff at area aging agencies such as Family Services, Inc., Elder Services of the Merrimack Valley, Inc., Home Health VNA and others to address and coordinate services for recipients.
3. Registers participants for special events, programs, and activities such as Flu Shot Mini-Clinic and others. Assist staff in setting up for various events such as talks, coffee times, special meals, health fairs, programs and others. Assist with Performance Evaluations and statistics.
4. Provides outreach to elderly housings by making visits to drop off newsletters, other information and meet with seniors. May attend their meetings to provide information about the Center, benefits, transportation and other services.
5. Makes phone calls and telephone reassurance to homebound elders or Meals on Wheels recipients and others. Sends out cards, notifications and other mailings.
6. Performs general office duties such as answering phone, copier, fax machine, distributing tickets and information. Assists with office coverage when needed. Updates Information Resource File.
7. Represents the COA at meetings, workshops or other trainings as requested by the Executive Director. Collect information. Network with other agencies who provide

senior and disabled services.

8. Other related duties as assigned by the COA Director.

Qualifications:

Proven ability to work with older persons and the general public. Compassionate and caring. Demonstrated good interpersonal communication skills; written and verbal. Understanding of the importance of client confidentiality. Office experience and computer skills necessary. Experience completing applications preferred. CORI required. S. Worker license preferred. Driver's License and vehicle.

KNOWLEDGE, SKILLS, AND ABILITIES:

QUALIFICATIONS:

EDUCATION AND/ OR EXPERIENCE:

College degree preferred however a combination of education and work experience will be considered.

SUPERVISORY CONTROLS:

NA

COMPLEXITY:

PURPOSE AND IMPACT:

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Work is sedentary in nature and performed in an office setting.

SUPERVISION AND MANAGEMENT:

Incumbent will be supervised by the Director and report directly to her.

Reviewed By		Date	
Approved By	Dir. Elder Services	Date	09/12/2019
Last Updated By	HR Director	Date	09/12/2019

Gagnon, Linda M.

From: Stackelin, Jill K.
Sent: Thursday, September 12, 2019 12:08 PM
To: Gagnon, Linda M.
Subject: RE: Jay Bonanno

Clement Bonanno Jr.
Start date 3/26/1979
End date 7/10/2019

40 + years

Jill Stackelin
City of Methuen
Human Resources
978-983-8578 tel
978-725-0476 fax

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From: Gagnon, Linda M.
Sent: Thursday, September 12, 2019 10:44 AM
To: Stackelin, Jill K.
Subject: Jay Bonanno
Importance: High

Please send me some info on Jay Bonanno
I need to do a citation for today

Thank you
Linda