

COMMONWEALTH OF MASSACHUSETTS

CITY OF LOWELL

In City Council

ORDINANCE

An Ordinance creating one (1) new position and salary of a Human Services Coordinator at the Council on Aging.

The City Council, by virtue of the Massachusetts General Laws, Chapter 43, Section 105, has the authority to create and/or delete positions.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LOWELL, as follows:

The Code of Ordinances City of Lowell, Massachusetts, hereinafter called the "Code" adopted by the City Council on December 23, 2008, as amended, is hereby further amended as follows:

1. The following position and salary is created at the Council on Aging:

One (1) Part Time, Human Services Coordinator
Ordinance, Non-Union
Salary - \$15.00 per hour
(10 hours/wk.)

The above position and salary created by this Ordinance shall be filled only when the necessary grant funds for said position have been appropriated and said position and salary shall be eliminated when said grant funds are no longer available.

2. All provisions of the Code of the City of Lowell, as amended, which are not inconsistent with this Ordinance shall continue in effect, but all provisions of said Code inconsistent herewith are repealed.

3. This Ordinance shall take effect upon its passage in accordance with the provisions of Chapter 43 and 40A of the General Laws of the Commonwealth of Massachusetts.

APPROVED AS TO FORM:

Handwritten signature of Christine P. O'Connor in black ink.

Christine P. O'Connor
City Solicitor

CITY OF LOWELL

Job Description

Please Post:

Deadline:

Council on Aging

Job Title: Human Services Coordinator
Department: Council on Aging
Reports To: Director
Benefits: none- part time position
Union: none
Salary: \$15.00 per hour @ 10 hours per week

SUMMARY

Support the newly established Lowell Elder Mental Health Outreach Team (EMHOT) with outreach, client service-finding, and developing resource lists for older adults in distress. **This is a temporary position ending April 2022 to assist with EMHOT program start-up.**

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assist in welfare and social security referral, assisting with paperwork, meetings and explanation of benefits.

Canvass low income, high density areas of elderly population to determine the needs of the elderly. Prepare weekly reports concerning the findings of these visits.

Refer seniors who are in need of nutritional assistance" Meals on Wheels", and other assistance to appropriate human services agencies.

Prepare and submit on a monthly basis, reports showing number of clients, visits, and outcome.

Plans and/or attend monthly meetings regarding senior issues.

Responsible for assisting in the role of increasing awareness of all programming at the Council on Aging to include, food stamp availability and available food stamp usage at the senior center.

Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associates Degree (AA) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or government regulations. Ability to write reports, business correspondence and procedure manuals. Ability

to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle or feel, reach with hand and arms and talk or hear.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to an individual with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate, with an occasional exposure to loud voices, due to various hall rentals such as concerts, dances and meetings.

The City of Lowell is a smoke and drug free employer and requires physical with drug screen, and CORI post offer.

Qualified individuals should send application/resume with cover letter to the Human Relations Office, Mary Callery, HR Director Room 19 - City Hall, Lowell, MA 01852 by the Deadline ~ Applicants may also send application/resume with cover letter to fax 978-446-7102 or email to cityjobs@lowellma.gov

EOE/AA/504 Employer



Lillian Hartman, MPA
Council on Aging Director
978.674.4131(P)
978.970.4134(F)

MEMORANDUM

TO: Eileen Donoghue, City Manager
FROM: Lillian Hartman, Council on Aging Director
DATE: December 13, 2021
SUBJECT: Creation of Human Services Coordinator positions

The Lowell Council on Aging has recently been awarded \$90,000 in grants to support expanded outreach and mental health services in FY2022. City Council accepted a \$15,000 grant from the Greater Lowell Community Foundation (COVID Phase 3 Mental Health) on October 19, and accepted a \$75,000 grant from the Massachusetts Councils on Aging (Elder Mental Health Outreach) on November 9.

Grant funding is being provided specifically to expand the Council on Aging Outreach team, which will include part-time employee positions called "Human Services Coordinator." This is a new job title and ordinance position within the City, and is meant to make resources, face-to-face support, and follow-up calls easily accessible to Lowell residents age 60+. These positions will report to the Council on Aging Director.

We are respectfully requesting approval to move forward with the creation of the Human Services Coordinator positions and subsequent hiring of the most qualified candidates. These positions are part-time, ranging from 10 to 25 hours per week, with hourly rates from \$15 to \$23.50/hour. These positions will be filled as quickly as possible, and fully funded including any benefits by the above grants. We expect that some or all of the positions will be continued in FY23 with additional Massachusetts Councils on Aging funding, if we meet their requirements this year.

Thank you,