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CITY OF DANBURY
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DANBURY, CONNECTICUT 06810

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M E M O R A N D U M

DATE: 6/19/08
TO: HON. MARK D. BOUGHTON VIA THE COMMON COUNCIL
FROM: DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE *DST*
RE: RESOLUTION-PER CAPITA GRANT-ADDITIONAL FUNDING

Attached for your review is a resolution that will allow the City of Danbury, Department of Health, Housing and Welfare, to accept funding from the State of Connecticut, Department of Public Health for the Per Capita program. This funding, in the amount of \$93,725.04, will cover 7/1/08-6/30/09 and requires no local match.

The Common Council is respectfully requested to consider this resolution at its next meeting.

Attach.

cc: S. Leroy

DWS/sk



RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____ A. D., 200_

RESOLVED by the Common Council of the City of Danbury:

WHEREAS, the State of Connecticut Department of Public Health has made additional per capita funds available for 2008 - 2009 to municipalities in accordance with Section 19a-202 of the Connecticut General Statutes; and

WHEREAS, the City of Danbury through the Danbury Health and Housing Department has formulated a program to promote optimal public health quality in the City of Danbury; and

WHEREAS, a continuation grant award application for \$93,725.04 with no local match requirement will be processed by the Danbury Health and Housing Department for a grant term of July 1, 2008 through June 30, 2009.

NOW, THEREFORE, BE IT RESOLVED THAT Mark D. Boughton, Mayor of the City of Danbury or his designee, Scott T. LeRoy, Director of Health, Housing & Welfare, is hereby authorized to apply for and accept said per capita grant funds of \$93,725.04 and to execute all contracts or amendments thereof concerning said grant and to take all necessary actions to effectuate the purposes thereof.

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DANBURY HEALTH AND HOUSING DEPARTMENT
SCHOOL BASED HEALTH CENTER

SUPERVISION:

SOCIAL WORKER

Works under the administrative supervision of the Clinic Coordinator. Receives professional supervision from the Consultant for Social Work Supervision.

SUPERVISION EXERCISED:

May provide supervision to other social service staff, as assigned.

EXAMPLES OF DUTIES:

Conducts in-depth interviews with clients, their families, medical and psychiatric professionals and other resource individuals in order to obtain complete client histories; assesses psycho-social needs and strengthens and develops treatment plans to address them; provides referrals to assist in the treatment of client problems; provides case management services; conducts individual, group and family counseling and therapy; provides consultation to colleagues, school staff, families and community organizations; prepares evaluations and reports; performs related duties as required.

QUALIFICATIONS:

Must possess a graduate degree from a school of social work accredited by the CSWE with a concentration in case work or group work. Regular supervision and consultation as per NASW must be available. Must hold or be eligible for certification by the State of Connecticut, Department of Health Services.

SKILL AND ABILITY:

Knowledge of the social, psychological, economic and medical factors that influence the behavior of individuals; knowledge of group dynamics; knowledge of casework and ground work methods; knowledge of community resources available to individuals and families; oral and written communication skills; interpersonal skills; ability to plan service programs that meet identified client needs; supervisory experience is an additional asset.

OTHER:

1. May be required to travel within the community in the course of their daily work. Must be licensed to drive in the State of Connecticut within 30 days after employment.

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TEMPORARY SHELTER AIDE
WELFARE DEPARTMENT – HOMELESS SHELTER
CITY OF DANBURY

GENERAL DESCRIPTION OF DUTIES:

This is a temporary position at the City's Emergency Shelter for Homeless Adults. This position will be offered to a homeless person and it will last for eight (8) weeks. The purpose of the position is to provide homeless people with a short period of steady income, a secured bed and an opportunity to receive on the job training and very close supervision. The desired outcome is that the person will have money saved towards permanent housing, they will have acquired additional job skills and they will have a better understanding of their ability to obtain and retain employability.

DUTIES AND RESPONSIBILITIES:

- Will work 35 hours per week with daytime shelter staff.
- Will assist shelter staff in making sure that disorderly or suspended persons leave the premises, which may necessitate call to 911.
- Will answer phones and take message.
- Will assist staff in insuring that occupants do required chores and participate in activities as required.
- Will be responsible for making sure that Day Center is clean and neat.
- Will be responsible for making sure that shelter grounds are clean and neat.

Supervision Received:

Will be supervised by Coordinator/Case Manager and/or Welfare & Social Services Staff person assigned by Day Center.

Education and Experience Required:

Must be able to read and write. Knowledge of general maintenance procedures. Must be able to complete tasks in a timely manner. Must be able to take direction from a supervisor. Must be able to work with and around large numbers of people.

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Epidemiology Assistant Job Description

SUPERVISION RECEIVED

Reports to the Clinic Coordinator who provides the over-all policy direction and reviews Performance.

SUPERVISION EXERCISED

None

Enters data on Sexually Transmitted Diseases, Food borne Disease and Tuberculosis Including demographic and visit information. Compiles log of patients who have received Treatment and status on discharge..

Assists in communications with patients to promote adherence with appointments in Tuberculosis and STD clinics.

MINIMUM REQUIREMENTS

Knowledge of modern office practices and equipment

Interpersonal skills, cultural sensitivity and capacity to communicate effectively in English and Spanish

Ability of willingness to learn to use a personal computer

Clerical aptitude.

Flexibility in accepting tasks to meet program objectives.

MINIMUM TRAINING AND EXPERIENCE

Education: Minimum requirements: High School Diploma

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Job Description – *Public Health Preparedness Assistant*

The Assistant is a part time position in the Danbury Health Department that will be funded through the State Department / CDC grant that will be available in the fiscal year.

This position will provide an average of 28 hours per week of professional services to the Health Department, working under the direct supervision of the Senior Inspector and ultimately reporting to the Director of Health. Hours will be flexible, and assigned as needed.

The Assistant will work with the Senior Inspector, the City's Bioterrorism & HazMat Consultants and ultimately the Director of Health in providing the mechanisms and logistics in preparing Danbury to deal with Bioterrorism incidents, including the possibility of any Health Emergency that may affect the City. Examples of job duties include, but are not limited to, the following illustrative tasks:

- 1) Develop a list of supplies needed to initiate the operation of a smallpox clinic and prepare a process-oriented plan for securing the necessary supplies to operate the clinic for the first 24 hours.
- 2) Develop a database and a Website for recruiting and on-going outreach to volunteers who will operate the smallpox vaccination clinic.
- 3) Organize the logistics for executing an exercise of the Bioterrorism plans and assist in conducting the critique and evaluation of the exercise.
- 4) Provide an updated listing of training opportunities for the staff of the Danbury Health Department.
- 5) Conduct monthly in-service exercises for the staff of the Environmental Health Division for Bioterrorism response preparedness.
- 6) Develop a list of items that need to be executed to create a fully functional local Health Alert Network and provide the action steps necessary to implement the local HAN.
- 7) Organize the logistics for executing an exercise of all vaccination plans and assist in conducting the critique and evaluation of the exercises.
- 8) Other duties as required by the Contract Deliverables or assigned by the Senior Inspector and the Director of Health

**LOCAL HEALTH ADMINISTRATION BRANCH
 PER CAPITA APPLICATION**

DATE _____

NAME OF DIRECTOR OF HEALTH _____ Scott T. LeRoy _____

POPULATION (2006) 79,428

SIGNATURE OF DIRECTOR OF HEALTH _____

ALLOCATION (2009) \$93,725.04

GRANT PROPOSAL FOR SFY 2009

BUDGET ITEM	SFY 2009 Per Capita Allocation	*Carryover from Prior Years	Total Per Capita ALLOCATION
1. Medical Assistant, Community Health Program	8,000		8,000
2. Telecommunications / Equip. costs (phone, etc...)	4,000		4,000
3. Provide services at 3 School Based Health Centers in Danbury.	50,000		50,000
4. City Audit Fees.	937.25		937.25
5. Provide hand tools for our Health Dept. Programs	300		300
6. Specialized computer services	2,000		2,000
7. Program assistant for WIC and other Community Health Programs.	3,000		3,000
8. Provide Qualified Food Operator Training	3,000		3,000
9. Public Health Education materials	3,000		3,000
10. Provide staff & support to the City of Danbury's Shelter	8,500		8,500
11. Health Department office equipment replacement / repair.	3,487.79		3,487.79
12. Public Health Preparedness Assistant	7,500		7,500
TOTAL			\$93,725.04

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*If you do not have carryover from prior years, leave this column blank.