



Town of Richmond, Rhode Island

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www.richmondri.gov

HUMAN SERVICES DIRECTOR

TOWN OF RICHMOND

The Town of Richmond is soliciting applications for the part-time position of Human Services Director. This is a grant-funded position, scheduled to conclude on December 31, 2026. The Human Services Director works under the administrative direction of the Town Administrator and is responsible for leading programs and initiatives that support behavioral wellness, healthy aging, and equitable access to services for all residents. It is foundational in connecting residents with resources and supporting collaborative initiatives between public, private, and nonprofit organizations.

Essential Functions

- Continuing partnerships with public and private organizations to address behavioral health, social determinants of health, transportation, and accessibility needs
- Act as a liaison between individuals in need and organizations that provide services to assist with the various needs of residents
- Planning and coordinating community outreach along with health and human services programs that promote health and wellness
- Seek out grant funding that supports Community programming and/or Community/Senior Center funding that is in-line with community needs
- Oversees grant budgets and policies Organize wellness check programs in collaboration with Public Safety
- Provide support to Senior Center/Community Center programs and funding in coordination with Recreation Director
- Continue to support volunteer programs and Town Commissions that support social determinants of health and promote wellness, and community engagement
- Perform other duties as requested by the Town Administrator

Desirable Knowledge, Skills, and Abilities

- Strong understanding of health and human services programs, community wellness, and behavioral health
- Demonstrated ability to develop programs and services that support social determinants of health and overall wellbeing
- Experience communicating effectively with socially diverse populations
- Ability to build connections between residents, organizations, and resources
- Experience supervising volunteers and staff in community-focused programs
- Knowledge of grant funding opportunities and experience pursuing state or federal grants

Minimum Training and Experience

- Bachelor's degree in health, Human Services, or related field; or five years of equivalent experience required
- Proven experience in program development, supervision, and community engagement
- Valid Rhode Island driver's license required

Salary and Benefits

- Hourly rate of \$27 to \$30, commensurate with experience
- Work week hours up to 19, including occasional evenings and weekends
- Benefits: This is a non-benefit position.

Please send résumé, cover letter, and a list of three references to Town Administrator Erin Liese at townadministrator@richmondri.gov. Materials should be received no later than 4:00 p.m. on March 23, 2026.

Questions can be addressed to Administrator Liese at 401-491-9624 or by email at townadministrator@richmondri.gov.