JOB DESCRIPTION: Police Social Worker

EXEMPT: Yes
COMPENSATION CLASS: N/A
DEPARTMENT: Police
REPORTS TO: Lieutenant

SUMMARY:
Under the general direction of the Deputy of Police and the Chief of Police, the Police Social Worker provides social service assistance through crisis intervention, consultation and follow-up counseling to the community.

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

- Provides community crisis-intervention, diagnostic evaluation and emergency response in a twenty-four hour basis for juvenile cases, domestic disputes, traumatic incidents and death, indigent populations, victims of violent crimes, mental health/substance abuse cases, additional services for physical, mentally, developmentally disabled individuals and senior citizens and providing assistance to officers in the field
- Provides in-home comprehensive assessments when appropriate
- Provides short term counseling and/or referral services to individuals and families
- Serves as a victim advocate for victims of crime occurring in Lincolnwood, which may include testifying in criminal, juvenile and mental health court on behalf of victims or their families
- Assists indigent referrals in locating and applying for financial assistance services which may include services through civic association funds
- Maintain confidential client records for counseling services in accordance with established procedures
- Work closely with and coordinate the delivery of social services with the patrol officer and with the Investigative Section/Youth Unit; Fire Department and paramedic teams
- Assists police with death notifications, critical incident stress management services
• Assists police and fire in large scale emergencies utilizing the interagency agreement
• Maintains current knowledge of police and fire department activity
• Maintains a working relationship with the schools and community resources
• Explores and apply for appropriate grant opportunities
• Provides in-service training to departments in need of social work knowledge, mandated reporting laws and other social work topics
• Coordinates counseling service cases with other service agencies when needed including : DCFC, juvenile court, senior centers, Department of Mental Health and police department youth officers
• Attends professional development and continuing education training as required to maintain proficiency and State of Illinois Social Worker License
• Complies with all Village Policies, Protocols, and Procedures
• Performs other duties as required or assigned

QUALIFICATION REQUIREMENTS:
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:
Bachelor’s degree in Social Work, or related field of study required; Master's degree (M. A. in related field of study) preferred; five years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:
Excellent written and verbal communication skills. Effective skills in negotiating, public speaking, consulting, conflict resolution, report writing, editing of written materials, interpretations and analysis of technical and statistical information. Ability to read, analyze, and interpret common reports and legal documents. Ability to respond to common inquiries or complaints from regulatory agencies, or members of the community. Ability to effectively present information to department heads, public groups, and/or Village Boards.

MATHEMATICAL SKILLS:
Ability to calculate figures such as percentages. Ability to apply concepts of basic math. Knowledge of budgeting procedures and techniques.

REASONING ABILITY:
Ability to apply principles of logical thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism. Ability to deal with a variety of
abstract and concrete variables. Ability to analyze a variety of complex administrative and operating issues, and the ability to make sound recommendations for their resolution.

OTHER SKILLS AND ABILITIES:

- Minimum of a Licensed Clinical Social Worker (LCSW) certification from the State of Illinois.
- Must possess State of Illinois Class D drivers license and a safe driving record.
- Knowledge of Federal, State and local laws and ordinances related to the field of mental health, including: domestic violence, mental health and disabilities, the confidentiality code, the Child Abuse and Neglect Act and the Elderly Abuse and Neglect Act.
- Knowledge of state, local and private clinical and social welfare resources.
- Knowledge of the circuit court system as related to domestic violence and admissions for psychiatric assessments.
- Ability to clinically work with individuals or groups of all ages, providing crisis intervention, diagnostic, group and short term treatment services.
- Skill in effectively communicating both orally and in writing.
- Ability to work flexible hours, including evenings, and provide both regularly scheduled and on-call counseling as needed.
- Ability to perform basic computer operations including data entry and queries.
- Ability to maintain effective working relations with employees, organizations, management officials and the general public.

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.

Must be available to work extended hours; must be able to attend night meetings of the Village Board and other boards or commissions as necessary. Ability to work under pressure in a high stress environment. Ability to see in order to review and evaluate the performance of subordinates, view computer monitor, read information and perform similar duties. Ability to perform a substantial amount of work by telephone; spends an average of 20% of work time on the telephone. Ability to sit for lengthy periods of time; spends an average of 90% of work time in sitting position. Ability to speak and hear clearly both in person and over the telephone in order to accomplish work. The employee must occasionally lift and/or move up to 50 pounds.
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 enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

SAFETY:
All employees are expected, as a condition of employment, to adopt the concept that the safe way to perform a task is the most efficient and the only acceptable way to perform it. Safety adherence of performance will be considered an important measure of employee performance evaluation. As such, the employee must:

- Comply with established safe work rules
- Report all accidents and injuries immediately and cooperate in all accident and injury investigations, supplying full and complete information
- Submit recommendations for Safety and efficiency, as well as report defective equipment and unsafe conditions
- Know their exact duties in case of fire or catastrophe
- Provide public protection from unsafe conditions and hazards