



SOCIAL WORKER - POLICE DEPARTMENT

JOB SCOPE:

This position is a civilian position and provides crisis intervention, short-term counseling, advocacy, community outreach and education, and other social service assistance to the Police Department and the City of Clarkston.

MAJOR DUTIES:

- Serve as lead in response providing clinical oversight to the City of Clarkston law enforcement team
- Complete the assessment of the immediate needs of the individual; the level of risk to the individual and/or others due to the crisis; contributing environmental, medical, psychiatric, and/or interpersonal factors; resources available to the individual in the current setting to resolve the crisis, and community resources that may be accessed to resolve the crisis
- Assist in de-escalating the crisis situation through the provision of support to the individual. Aid the individual and, when present, family/caregivers in identifying precursors to the crisis and potential solutions for resolving the crisis within the setting
- Aid the individual and, when present, family/caregivers in developing a crisis plan to decrease the potential for future crisis occurrences
- Identify and, when possible, link the individual to needed community resources, including medical, psychiatric, and other services, to meet immediate and/or ongoing needs
- Assess when the immediate safety needs of the individual require referral to a higher level of care than is available through the in-house crisis services and facilitate the referral
- Provide and conduct a critical incident debrief immediately following a crisis or serious incident
- Identify applicable training needs based on data of incidents and opportunities for improvement and further support
- Work in partnership with law enforcement to include arriving on the scene to aid in the assessment and de-escalation of a perpetrator(s)
- Complete appropriate documentation, follow-up, and disposition of cases in accordance with established guidelines and standards
- Communicate and coordinate care with other team members, ensuring the safety of the team, serviced individuals, and the general public
- Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review employee status, exchange information, or resolve problems; responds to requests for service or assistance

- Assists supervisors, staff, and other departments in identifying and resolving behavioral health threats
- Reviews and analyzes the effectiveness and efficiency of identified strategies for improving overall employee well-being
- Prepare end-of-shift reports, communicating unresolved issues with the Deputy Chief of Police or applicable
- Work with the law enforcement team in reviewing reports for incidents that require follow-up and referral to appropriate resources
- Maintain a current license in the state of Georgia and adheres to the professional Code of Ethics
- Perform additional duties as assigned.
- Night and weekend hours occasionally required.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of Mental Health and Behavioral illness.
- Principles and practices utilized in securing and storage of records and other confidential and sensitive data
- Knowledge of recordkeeping, and records management techniques.
- Knowledge of applicable state, federal and local ordinances, laws, rules, and regulations related to the field and practice of social work counseling and mental health.
- Ability to maintain organized and accurate records, files, and/or other materials.
- Ability to follow oral and written instructions.
- Ability to write routine reports and business correspondence.
- Ability to effectively present information and respond to the needs of law enforcement personnel.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to make sound judgment, deliver quality work, communicate effectively -orally, in writing, and superior listening skills.
- Excellent collaboration and teamwork.

SUPERVISORY CONTROLS: This work is performed under the general supervision of the Police Chief. Supervisory and Management Responsibility: None.

TOOLS AND EQUIPMENT USED: Regular access to computer software – Widows, Microsoft Office Suite.

General office equipment – Telephones, photocopies, fax machines, etc.

GUIDELINES: Guidelines include city and departmental policies, procedures, applicable ordinances, and supervisory instructions. These guidelines are clear and specific but may require some interpretation in application.

PERSONAL CONTACTS: Contacts are typically with co-workers, and the public.

PURPOSE OF CONTACTS: Contacts are typically to give and exchange information and provide services.

PHYSICAL DEMANDS: Majority of work performed seated in an office setting with frequent walking and standing. Ability to lift up to 15 pounds.

WORK ENVIRONMENT: This work is typically performed indoors or outdoors.

MINIMUM QUALIFICATIONS: Any combination of education and experience providing skill and knowledge for successful job performance is required.

Typical qualifications include:

- Master's Degree in Social Work, Counseling, Psychology or closely related field.
- Licensed Clinical Social Worker (LCSW) certification required.
- Must be able to sign a 1013 Form.
- Three (3) to five (5) years' experience in the social work field, may include clinical social work, co-responder experience, victim advocacy, or therapy, including experience working with moderate to severe and persistently mentally ill populations.
- Experience in Crisis Intervention and De-escalation methods and conducting Critical Incident Stress Debriefings (CISD).
- Preference for psychiatric experience in one or more of the following areas: screening, and assessment of children and adults with mental health, substance use, and/or developmental disabilities.
- Preference for experience in providing clinical services in the public sector.
- Valid Georgia driver's license.

EQUAL OPPORTUNITY EMPLOYER:

The City of Clarkston is an Equal Opportunity Employer. We do not discriminate on the basis of age, gender, race, color, national origin, religion, disability, or any other class or status protected by law.

IMPORTANT: By submitting your resume online, you hereby authorize the City of Clarkston to contact, obtain, and verify the accuracy of the information contained in this application from all previous employers, references, and educational institutions. You also hereby release from liability the City of Clarkston and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

You understand that any misrepresentation or material omission made by you on this application will be sufficient cause for cancellation of this application or immediate termination of employment if you are employed, whenever it may be discovered.

The Social Worker starting pay will be commensurate with the chosen candidate's qualifications and experience. The City of Clarkston also offers an attractive benefits package, including health benefits, retirement plans, and paid leave. Interested candidates should submit a Resume,

Cover Letter, and Professional References, to the City Clerk, Tomika R. Mitchell, via this online portal: <https://www.cognitofrms.com/CityOfClarkstonGA/EmploymentApplication>

This position is open until filled.

No unsolicited letters, emails, telephone calls, or in-person submission will be considered in fairness to other potential candidates for this position.

The City of Clarkston is an Equal Opportunity Employer and a Drug Free Workplace.