



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:

- Determines best course of action and provides short-term crisis intervention services in emergency situations, such as, but not limited to: domestic violence, child abuse, sexual abuse, suicide, serious or fatal accidents, other cases involving emotional trauma, and assistance with hospitalizing emotionally disturbed or mentally ill persons.
- Provides short-term individual, marital, and family counseling in situations involving domestic disputes, substance abuse, mental health issues, trauma, grief and loss, life transitions, adolescent and geriatric issues and provides resources and referrals for additional services and long-term assistance.
- Independently follows up on referrals from police officers, local schools, hospitals, and the general public and serves as a consultant to police officers regarding management of cases.
- Works with other social service providers to coordinate care including local schools, hospitals, Department of Children Family Services (DCFS), and area mental health facilities.
- Provides emergency social service assistance after working hours to officers in the field as needed.
- Maintains counseling records and confidential case files.
- Completes all requisite training sessions.
- Follow all City of Clarkston Police Department safety policies and procedures.
- Perform additional duties as assigned.
- Night and weekend hours occasionally required.

KNOWLEDGE REQUIRED BY THE POSITION:

- Skill in writing professional reports
- Ability to maintain confidential and sensitive information
- Ability to communicate effectively both orally and in writing
- Ability to understand and follow oral and written instructions
- Ability to respond professionally, fairly, timely, effectively and courteously to public inquiries and complaints.
- Ability to establish and maintain good working relationships with the general public and fellow employees.

- Ability to operate efficiently and effectively to meet deadlines or comply with assignment demands.
- Ability to work well under pressure.
- Knowledge of government benefits and programs.
- Knowledge of basic computer operation, specifically Microsoft office software.

SUPERVISORY CONTROLS: This work is performed under the general supervision of the Police Chief.

TOOLS AND EQUIPMENT USED: Regular access to computer software – Word, 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.

Supervisory and Management Responsibility: None.

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

Typical qualifications include:

- Bachelor's of Science in Social Work (BSW), Sociology, or Psychology and a Master's of Social Work (MSW) preferred; and
- Licensed Clinical Social Worker (LCSW) certification; and
- Three (3) to five (5) years' experience in the social work field.
- Experience in criminal justice system preferred.
- Experience in conducting Critical Incident Stress Debriefings (CISD).
- Bilingual preferred

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.cognitoforms.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.