



POSITION DESCRIPTION

Position Title: Police Social Worker

Reports to: Deputy Chief of Police – Field Operations

Status: Full-Time; Exempt

Grade: IX

Hours of Work: Primarily Day Shift; occasional night and evening

Statement of Duties

The Police Social Worker will be expected to work under minimal supervision and will be responsible for the coordination and delivery of social services, including adult and juvenile crisis intervention, case assessments, short-term counseling, court advocacy, and referral to other social service agencies, substance abuse, elderly or youth issues, domestic violence, housing or food insecurity. Provides crisis intervention assistance and follow up for critical incidents. Assists with death notifications, victim advocacy and collaboration with community resources within local, county, state and federal organizations. Supports Oswego Police Department personnel with personal and professional wellness.

Supervision

Employee works under the general supervision of the Deputy Chief of Police - Field Operations. This job has no supervisory responsibilities.

Employee has regular access, at the departmental level, to a wide variety of confidential information, including police reports of a sensitive nature, criminal and internal investigations, property and/or evidence records and court records.

Job Environment

The work environment is subject to change between a general office environment and community-based work involving active and unpredictable incidents. Employee travels to various locations. May be exposed to dangerous situations, environments and/or persons presenting a risk of bodily harm.

Position Functions

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to, or extension of, the position

Essential Functions

- 1) Performs crisis intervention services before, during or after a police contact.
- 2) Responds to calls for service with an Oswego Police Officer, commonly known as the co-responder model. The purpose of this co-response is to assist people known to have mental health concerns, domestic violence issues, elderly concerns, substance use concerns and other citizen assists involving individuals who may be in crisis.
- 3) Provides victim assistance following critical incidents with resources.
- 4) Provides support, advocacy, and information to victims of criminal investigations about the legal process and criminal justice systems.
- 5) Provides short-term counseling to individuals and families and/or provides referrals to other community resources for long-term counseling and social services.
- 6) Conducts training for the Police Department that satisfies internal and mandated requirements on various social service topics as requested.
- 7) Provides support to Police Department employees for personal or professional wellness.
- 8) Be actively involved in major incident after-action reviews and provide mental debriefs with Police Department personnel as requested.
- 9) Maintains an assignment of incident reports to address follow-up needs documented in accordance with clinical legal standards. Generates new incident reports as needed.
- 10) Maintains ongoing professional relationships and acts as a liaison with schools, courts, other social service agencies and professional organizations. Develops presentations on topics, as requested.
- 11) Performs all other duties as assigned.

Physical and Mental Requirements

Employee generally works in an office environment and is required to sit, talk, see, listen/hear, use hands, walk, stoop, kneel, crouch, and reach while performing duties. Employee occasionally lifts up to 30lbs., and seldom lifts up to 60 lbs. Equipment operated includes office machines and computers. On occasion, the work is performed may be under physically demanding, stressful and environmentally diverse conditions that requires the ability to adapt quickly to changing priorities and demands.

Occupational Risk

The work is performed under physically demanding, stressful and environmentally diverse conditions that requires the ability to adapt quickly to changing priorities and demands. Duties generally do not present occupational risk. Injury could occur, however, through employee failure to properly follow safety precautions or procedures.

Education and Experience

A candidate for this position should have a master's degree in social work or counseling, or related field. A Licensed Social Worker (LSW or LCSW) or Licensed Professional Counselor (LPC or LCPC), or related licensure, with full clinical licensure (LCSW or LCPC) to be obtained within two years of hire. Minimum of two years of related experience. Must have a valid State of Illinois Driver's License.

Knowledge, Skills and Abilities

A candidate for this position should have knowledge of the following:

- Mental Health Codes and use of appropriate theoretical concepts, techniques and interventions to assess, support and/or refer individuals to address appropriate treatment needs.
- Laws, policies and ethical standards appropriate to licensure to maintain confidentiality, boundaries and guide professional decision making in a law enforcement setting.

Skill in:

- Windows, Microsoft Office Suite, video conferencing platforms and proper use of other law enforcement-specific databases.
- Strong written and verbal communication and problem-solving skills.
- Intervention assessment and solution-focused diagnosis and treatment.
- Strong interpersonal skills.

Ability to:

- Exercise caution while performing duties to reduce risk to self and others.
- Manage time effectively to complete assigned work in a timely manner.
- Effectively communicate and interact positively with fellow employees, citizens and community partners.
- Attend training and maintain required licensure, certifications and skills associated with areas of special instruction and expertise.
- Maintain confidentiality.
- Work in crisis situations and make assessments.
- Appropriately use resources for referrals.
- Prepare professional reports and analysis.