

POLICE SOCIAL WORKER

JOB PURPOSE

The Police Social Worker 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 Village of Mundelein.

Work is performed under the indirect supervision of the Research and Development Supervisor.

ESSENTIAL JOB FUNCTIONS

- Provides crisis intervention.
- Provides counseling services to the police department and general public.
- Follows up on referrals from police officers, local schools, hospitals and the general public.
- Refers individuals to appropriate services.
- Provides diagnostic assessments and professional advice to individuals and to officers on the field.
- Serves as a consultant to police officers regarding management of cases or individuals.
- Facilitates social service-related training for police department officers.
- Works with other social service providers to coordinate care including local schools, hospitals, DCFS and area mental health facilities.
- Provides emergency social service assistance after working hours to officers in the field as needed.
- Receives calls and responds accordingly.

OTHER DUTIES

- Serves as an advocate in court for victims of crime, may prepare custody evaluations or parental fitness reports.
- Assists in the coordination of the Employee Assistance Program for the Village and police department.
- Assists police officers with death notices.
- Assists in the coordination of the Community Emergency Fund.
- Arranges and/or attends citizen meetings to address local issues.
- Conducts public education programs or events for citizens on areas pertaining to social services such as parenting classes or teen-related programs.
- Maintains counseling records and confidential case files.

Courage. Pride. Commitment.

- Completes all requisite training sessions.
- Performs additional duties as required.

KNOWLEDGE/SKILLS/ABILITIES

Knowledge of:

- Federal and State laws and acts applicable to the social services.

Skills and Abilities:

- Effectively communicate, both orally and in writing
- Effectively manage and use discretion in crisis situations
- Ability to maintain highly confidential information
- Ability to work with a diverse population of individuals
- Ability to establish and maintain effective working relationships with Police Department personnel as well as other social service agencies and professionals within and outside the community.

EDUCATION/TRAINING/EXPERIENCE

- Possession of a Master's degree in social work or a related field.
- Illinois license in social work or counseling.
- Training, experience and professional counseling skills in areas of crisis intervention, diagnostic assessment and treatment, including clinical skills in treating such areas as domestic violence, substance abuse, grief, aging, juvenile delinquency, and mental health.

ENVIRONMENT

Work is performed in an office environment and may include prolonged sitting. On occasion, Social Worker may need to attend meetings and functions at outside locations.