

**CAMPBELL COUNTY FISCAL COURT
POSITION DESCRIPTION**



Position Title:	Police Social Worker
Department:	Police Department
Reports To:	Police Chief or his/her designee
FLSA Status:	Non-exempt, hourly
Employment Status:	Full-time, (80 hours Biweekly)
Pay Grade:	5

SUMMARY:

The Police Social Worker (PSW) is a non-sworn, full time administrative member of the Police Department. The PSW provides crisis intervention, short-term counseling, advocacy, community outreach, education and other social service assistance to the residents of Campbell County. The PSW will report directly to the Police Chief or his/her designee.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES: includes, but are not limited to:

- Assists sworn officers in Crisis Intervention as it relates to the methods used to offer short term immediate help to individuals who have experienced an event that produces mental, physical, emotional and behavioral distress, through follow up and referral to appropriate agencies;
- Provides referral services to the general public;
- Follows up on referrals from police officers, local schools, hospitals and the general public;
- Refers and facilitate individuals to appropriate community services;
- Provides screenings and professional advice to individuals and to officers on the field;
- Provides case management on all referrals for social service assistance;
- Serves as a consultant to police officers regarding management of cases or individuals;
- Facilitates social service-related training as necessary for the police department;
- Works with other social service providers to coordinate care including local schools, hospitals, KY Cabinet for Health & Family Services and area mental health facilities;
- May be called upon to provide emergency social service assistance after normal working hours to officers in the field as needed;
- Receives calls for assistance and responds accordingly;
- May serve as an advocate in court for victims of crime, may assist in the preparation of custody evaluations or parental fitness reports;
- Assists in the coordination of the Crisis Assistance Response Effort (CARE) for the police department;
- Arranges and/or attends citizen meetings to address local issues as directed;
- Conducts public education programs or events for citizens on areas pertaining to social services as directed;
- Maintains records and confidential case files; and
- Performs additional duties as required by the Chief of Police or his/her designee.

QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES):

- Knowledge of Federal and State laws and acts applicable to the social services.
- 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
- Assist with the management and administration of grants.
- 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.

- Will possess and maintain a valid state driver's license.

EDUCATION AND EXPERIENCE:

Bachelor’s Degree in Social Work, Psychology, or other social science related field supplemented with 3 years’ experience in the area of social science; or Master’s Degree in Social Work, Psychology, or other social science related field with 2 years’ experience in the area of social science; and/or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities for this position.

LEGAL REQUIREMENTS:

An individual in this class must meet the requirements of all applicable Kentucky Revised Statutes, and local ordinances, with regards to a person in this classification.

My signature below signifies that I have reviewed and understand the contents of the position description. I am aware of the requirements of the positions, and will perform to the best of my ability, the job duties and requirements specified in this position description.

Employee Signature Date

Supervisor Signature Date