City of Alexandria, KY

CLASS TITLE: Police Social Services Coordinator

CHARACTERISTICS OF THE CLASS:
This classification is a non-sworn administrative position responsible for providing social service support to the Police Department and all members of the community. The Social Services Coordinator is available to members of the Police Department as well as members of the community as an assistance, information, and referral source. The Social Services Coordinator acts as a liaison between the Department and the Kentucky Cabinet for Health and Family Services (Cabinet) providing follow-up and monitoring of cases upon request from the Department or other community agencies, and assistance to members of the community upon referral or contact including domestic violence, child abuse and neglect, financial hardship, mental health issues, competency issues, other behavioral health issues such as addiction, homelessness, sexual trafficking, kidnapping of minor child, and Reports to the Chief of Police.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The following duties are standard for this position.
- Identifies existing services in the community in order to act in the capacity of an information and referral source for police department personnel and community members.
- Compiles and maintains resource material for use by department members as they assist community members.
- Conducts seminars and training sessions directed to community members and the Department on a variety of social issues to include domestic violence, kidnapping, child abuse, financial hardship, and various mental health issues, and other.
- Assesses and identifies community needs and assists in development of plans to meet identified needs.
- Provides information and referral information for domestic violence issues, juvenile issues, alcohol and drug issues, child and family issues, and other social service issues.
- Assists the Cabinet in facilitating cases investigated.
- Attends committee and community meetings as a representative of the Police Department in an effort to establish collaborative relationships with the members and organizations of the community.
- Conducts home visitation and provides follow-up services to families as requested by police department personnel and other members of the community.
- Conducts interviews and gathers information about occurrences in order to provide service to community members.
- Acts as an advocate for victims of crime by attending court, making follow-up appointments, setting up social and legal education classes, and researching other available assistance options.
- Provides crisis intervention services to community members as needed.
City of Alexandria, KY

- Prepares and maintains records of contact with community members to establish networks.
- Prepares detailed reports and correspondence as required.
- Maintains client confidentiality with respect to social services.
- Assist with coordination of training for department personnel as needed or requested.
- Other duties may be required and assigned that are similar, related, or a logical assignment for this position.

QUALIFICATIONS

- Bachelor’s Degree in Social Work, Psychology, or other social science related field supplemented with five (5) years experience in the area of social science.
  or
- Master’s Degree in Social Work, Psychology, or other social science related field with two (2) years experience in the area of social science.
  or
- Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

- Must be at least 18 years of age and possess a valid Kentucky Drivers License.
- Must be able to pass a physical examination by a licensed physician, Drug Screen, psychological screening, polygraph examination, background investigation and be free of all apparent mental disorders.
- Must demonstrate good moral character.

PERFORMANCE APTITUDES

Data Utilization:
- Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.
- Must be able to research and reference a variety of sources.

Human Interaction:
- Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.
- Must be able to establish and maintain relationships with Department and other agency employees and citizens.
City of Alexandria, KY

Equipment, Machinery, Tools, and Materials Utilization:
- Requires the ability to operate computer equipment with Microsoft Office software and various office machines to include phones, fax machines, copiers, printers, and scanners.

Verbal Aptitude:
- Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information to communicate orally and in writing.

Mathematical Aptitude:
- Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning:
- Requires the ability to apply principles of social justice, social service, legal codes, and psychology, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems. Requires the ability to perform multiple tasks and projects concurrently.

Situational Reasoning:
- Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

**ADA COMPLIANCE**

Physical Ability:
- Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements:
- Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors:
- Working conditions are office environment as well as field environment with occasional exposure to noise, dust, heat, cold, rain, and other inclement weather conditions. Office conditions may require periods of heavy workloads. In field environment, may be exposed to bodily fluids. May be subject to attack by individuals encountered during the course of duty and may result in injuries ranging from minor cuts and bruises to serious injury or death.
EMPLOYEE AWARENESS

- Implement and assure adherence to City of Alexandria policies and procedures regarding Equal Employment Opportunity
- Adheres to the City of Alexandria’s initiative on ethics and code of conduct
- Adheres to federal/state laws and regulations regarding MSDS, OSHA and EPA compliance
- Mandatory overtime is sometimes required, as well as varying work hours including evenings, weekends, and some holidays.
- Be available on-call to address concerns pertaining to social service.

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.

Kentucky Wage and Hour Overtime Status: **Non-Exempt**

*The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements, or responsibilities.*