

POLICE SOCIAL SERVICES ADMINISTRATOR

DEFINITION

To perform a variety of duties related to social services and counseling programs/operations within the Police Department.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from management staff.

Exercises direct supervision over assigned supervisory, professional, technical and clerical personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for social services and community programs; develop and implement policies and procedures.

Develop and implement youth and family service programs by compiling, evaluating and determining information related to emerging trends and community needs.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for youth and family service programs; monitor and control expenditure.

Plan, prioritize, assign, supervise and review the work of staff related to program activities.

Research, compile and prepare reports and documentation on program activities; analyze program and develop corrective action, maintain records of findings and corrective actions; prepare periodic status reports.

Provide clinical, legal and educational oversight in accordance with accepted curriculum and licensing requirements to college interns engaged in social services and counseling activities; oversee internship program, including liaison with educational institutions and related contract administration activities.

Identify emerging trends related to crimes and issues; develop and implement prevention and intervention program approaches; provide community education on current procedures and practices related to mental health, crimes, prevention and intervention strategies.

Provide clinical assessment and counseling/treatment needs and make referrals of individuals and/or family members to available services; provide short term counseling to staff, citizens or others.

Serve as a liaison with law enforcement, school officials, social service agencies, and the general public regarding difficult and/or complex situations related to mental health and social services.

Provide support and guidance to law enforcement staff concerning victim advocacy, juvenile and adult crime, domestic violence, chemical dependency, and other services as needed.

Represent function on committees, outside organizations and at staff subcommittees; coordinate community service activities with other Police Department divisions, other City departments, and outside agencies, as appropriate.

Make presentations to the City Council, community groups and outside agencies.

Answer questions and provide information to the public.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of clinical social work, especially as related to family systems counseling and victim advocacy.

Community oriented policing and intervention programs, support group facilitation practices, and availability of community social services resources.

Methods and practices of training and supervision.

Principles of budget monitoring.

Pertinent local, State and Federal laws, ordinances and rules.

Modern office procedures, methods and personal computer use.

Ability to:

Organize, implement and direct youth and family service program activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve legal and clinical policy and procedures in accordance with state laws.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and explain pertinent youth and family service program activities and department policies and procedures.

Assist in the development and monitoring of assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Provide clinical supervision to college interns.

Establish and maintain effective working relationships with those contacted in the course of work.

Use a personal computer with proficiency and familiarity.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned staff.

Experience and Training

Experience:

Five years post graduate experience working in the social work or counseling field with strong emphasis on social services, resources and referrals using a collaborative and community framework.

AND

Training:

A Master's degree from an accredited college or university with major course work in social work, psychology, counseling or a related field.

License or Certificate:

Possession of a valid California driver's license by date of appointment.

Possession of a valid professional mental health therapy license issued by the State of California, such as Licensed Clinical Social Worker (LCSW), Marriage and Family Therapist (LMFT), Associate Social Worker License (ASW), Intern Marriage Family Therapist (IMFT) or Clinical Psychologist is preferred.

Must obtain CPR and First Aid certificates within first 12 months of employment.

08-16-16

10-31-15 Police Social Services Administrator