



**VILLAGE OF HOFFMAN ESTATES
JOB DESCRIPTION
POLICE SOCIAL WORKER**

EFFECTIVE DATE: 1/22/2024

DEPARTMENT: Health and Human Services/Police Department	WORK LOCATION: Village Hall / Police Department	FLSA STATUS: Non-Exempt	
CLASS CODE: 4000	RANGE: 19H	PENSION: IMRF	UNION: Non-Union
REPORTS TO: Senior Police Social Worker	LEVEL OF SUPERVISION RECEIVED: General Direction	LICENSE/CERTIFICATES: LSW, LCSW, LCPC Valid Driver's License	

SUMMARY:

The Social Worker provides professional services to Village residents and Village Staff working both with Health and Human Services and the Police Department. Determines best course of action and provides short-term crisis intervention services in emergency situations, such as, but not limited to: domestic violence, child abuse, sexual abuse, suicide, substance abuse, and any other cases involving trauma; and assistance with hospitalizing persons experiencing a mental health emergency. Independently follows up on referrals from Police Officers and the Health and Human Services Department. Provides emergency social service assistance after working hours to officers in the field as needed.

Responds to and interacts with residents, employees, and/or others within and outside the organization in a courteous, professional, and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Provides short-term crisis counseling in situations involving domestic disputes, substance abuse, mental health issues, trauma, adolescent and geriatric issues and provides resources and referrals for additional services and long-term assistance.	Weekly 30%

2.	Provide emergency assistance assessments and enrollment for residents in programs including but not limited to Salvation Army Emergency Assistance, NICOR Share, and LIHEAP programs.	Weekly 10%
3.	Meet with outside agencies/service providers/schools to develop relationships and potential collaborations.	Weekly 10%
4.	Follows up on referrals and case management assigned from both the Police Department and Health and Human Services.	Weekly 40%
5..	Works with other social service providers to coordinate care including local schools, hospitals, Department of Children and Family Services (DCFS), and area mental health facilities.	Weekly 30%
6.	Provides emergency social service assistance after working hours to officers in the field as needed.	Weekly 10%
7.	Design and update department outreach materials.	Weekly 10%
8.	Maintains records and confidential case files.	Weekly 10%
9.	Develop and share knowledge of services available in Hoffman Estates and surrounding communities with staff, employees and residents.	Weekly 10%
10.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily 100%

JOB NO.	OTHER RELATED DUTIES
1.	Attends outreach events in the community in collaboration with Village departments and community partners.
2.	Administrative duties assigned from Health and Human Services.
3.	Conducts public education programs and events for citizens in the community.
4.	Responds to crisis calls/drop-ins looking for resources.
5.	Completes all requisite continuing education training sessions to maintain active license.
6.	Meet with residents seeking resources for housing, financial stress, and emergency shelter.
7.	Performs other duties, tasks and responsibilities as assigned

SUPERVISORY RESPONSIBILITIES: *(Select one – required)*

None required

Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. ***(List specific responsibilities below)***

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

Education Level (Select one - required)

- High school education with vocational training
- High school diploma or general education degree (GED)
- Two or more years of college coursework in related field
- Associate's degree (A.A.) from two-year college or technical school
- Bachelor's degree (B.A.) from four-year college or university
- Master's degree (M.A.) **REQUIRED**
- Doctoral degree (Ph.D)

Degree or coursework should be in...

Social Work, Community Psychology, Counseling Psychology, Clinical Psychology, Public Health or related field

Experience Level (Select one - required)

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience
- Two to four years related experience
- Four to ten years related experience

Additional Experience (Select as appropriate)

- Experience in supervisory capacity...
- Experience in management capacity...
- Must meet the requirements as set by the Fire & Police Commission

Computer Skills (Select as appropriate)

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software
- Specialized applications:

COMMUNICATION SKILLS:

English Language/Communication Skills (Select one)

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

- Fluency in foreign language skills is A Plus Ability to speak and/or read, write and comprehend.
- Preferred
- Required

Preferred Language:

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

Key competencies, required knowledge, skills and abilities:

Proficiency in:

Conducting short -term counseling and crisis management.

Operating a personal computer, printer, scanner, typewriter, calculator, copy machine, fax machine, and writing tools.

Working knowledge of:

IL Dept. of Human Services and IL Dept. of Public Health; American Psychological Association Code of Ethics and other relevant codes of ethics as may apply; Illinois Confidentiality Act; Illinois Abused and Neglected Children Reporting Act and the Illinois Domestic Violence Act; Current documentation standards for community health services.

Some experience in police work or other areas of the criminal justice field a plus.

Considerable ability to work within a police organization; considerable ability to coordinate the needs of referring officers and clients with existing resources; considerable ability to accurately assess and provide crisis intervention. Considerable ability to comprehend complex problems and to exercise sound judgement in making decisions within established policies and procedures. Considerable ability to establish and maintain professional contacts with employees, residents, social service providers, and the general public; Working ability to assemble, organize, and present in written or verbal form, statistical and factual information for case management purposes; Working ability to make professional presentations of an informative and educational nature.

Ability To:

Communicate effectively verbally and in writing; follow verbal and written instructions; Respond to and interact with residents, employees and others within and outside the organization in a professional and effective manner. Establish successful working relationships with other employees, supervisors and other departments; Read, write, speak and comprehend the English language; Drive to community sites; Plan and organize complex projects involving personnel and community health programs; Compose and write reports.

Ability to work with minimal supervision.

Considerable time management skills, with organizing and prioritizing tasks essential; considerable written and verbal communication skills. Some basic keyboarding skills to perform data entry and report writing functions.

Ability to manage situations considered to be stressful and crisis-oriented: fatigue factors include being on-call 24 hours a day and may need to work flexible hours based on departmental needs.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodations.

(mark all 17 activities)

<u>Physical Activity</u>	----- Amount of Time -----			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	_____	<u> X </u>	_____
Walks	_____	_____	_____	<u> X </u>
Sits	_____	_____	_____	<u> X </u>
Uses fingers in a repetitive motion	_____	_____	_____	<u> X </u>
Uses hands to grasp, finger, handle, or feel	_____	_____	_____	<u> X </u>
Reaches with hands and arms above shoulder	_____	_____	<u> X </u>	_____
Climbs or balances	_____	_____	<u> X </u>	_____
Twists or turns	_____	_____	<u> X </u>	_____
Stoops, kneels, crouches, bends, or crawls	_____	_____	<u> X </u>	_____
Pulls, pushes, or carries	_____	_____	<u> X </u>	_____
Talks or hears	_____	_____	_____	<u> X </u>
Tastes or smells	_____	_____	<u> X </u>	_____
Operates a motor vehicle or heavy equipment	_____	_____	_____	<u> X </u>
Lifts or move 0 to 10 pounds (sedentary)	_____	_____	_____	<u> X </u>
Lifts or move 10 to 20 pounds (light)	_____	_____	_____	<u> X </u>
Lifts or move 20 to 50 pounds (moderate)	_____	_____	<u> X </u>	_____
Lifts or move 50 to 100 pounds (heavy)	<u> X </u>	_____	_____	_____

VISION DEMANDS:

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands (select if applicable)

Absence of color blindness

Corrected vision of...

Uncorrected vision of...

As required by the State of Illinois to operate a motor vehicle.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

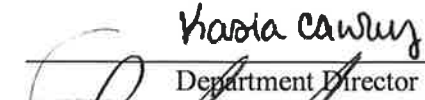
(mark all 15 conditions)

<u>Environmental Conditions</u>	----- Amount of Time -----			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works near moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works in high precarious places, underground, or confined spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flying debris or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire, smoke, fumes, gases, or noxious odors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works with explosives or risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme illumination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low noise level (Normal voice tones)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Moderate noise level (Raised voice levels)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
High noise level (Shouting/ear protection may be needed)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:



Department Director

Reviewed Approval:



Human Resources Management Director

Approved:



Village Manager

Effective Date: _____

Revision Date: _____