

CITY OF FORT WAYNE JOB POSTING

Applicants and Employees must meet duties/essential functions and minimum requirements.

Job Vacancy:	Social Worker-Peer Recovery Coach	Department:	Police
Requisition Number:	2024219		
Hours:	40 hours per week, varies depending on need	Rate of Pay:	\$21.60 per hour
Date Posted Up:	7/16/2024	Date Posted Down:	Until filled
Time Up:	10:00 a.m.	Time Down:	

SUMMARY

Working under the direction of the Captain of Administrative/Vice & Narcotics and the HART Lead Social Worker, the incumbent will work with the Fort Wayne Police Department Hope And Recovery Team (FWPD-HART) to address issues with people who have substance use disorder and have experienced a non-fatal overdose. The incumbent will help the FWPD-HART Detectives follow up on non-fatal overdoses and work on connecting these persons with treatment. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

- Works closely with the Fort Wayne Police Department Hope and Recovery Team (FWPD-HART) and maintains good working relationships;
- Works closely with the Fort Wayne Police Department Hope and Recovery Team (FWPD-HART) to help clients with co-occurring mental health and substance use disorders and connect them to treatment services;
- Engage in assessments, (Government Performance Results Act - GPRA), person-centered service planning, and culturally competent service delivery;
- Works with clients, their existing supports, and Hope and Recovery Team (HART) members to determine how to best achieve stabilization;
- Assists clients in linking to service providers based on their identified needs;
- Provides follow-up to ensure clients are appropriately linked to services;
- Maintains client records and documentation in appropriate files and databases;
- Assess everyone to determine the appropriate means of intervention;
- Completes safety/risk assessment, safety planning, and follow-up with individuals;
- Familiar with resources and provides information and referral to individuals requesting information;
- Follow-up with clients to monitor and track successes and concerns;
- Respect everyone’s privacy rights under HIPAA and other applicable laws and regulations during the provision of services;
- Build rapport to guide and support individuals who are in a substance use crisis;
- Provide peer-to-peer support to individuals participating in services by helping individuals engage in the intervention process;
- Responsible for providing supportive services to help individuals regain a sense of safety, return to their normal level of functioning, and/or access ongoing treatment services as needed;

- Identifies and assesses the needs of the person they are assigned to who have experienced a non-fatal overdose and helps address any underlying issues, both physical and psychological;
- Works with families who have a family member who have severe mental health issues; Educates them on the treatment options available;
- Testifies in court and has no Giglio issues involving integrity;
- Prepares clear and well written case reports on each case worked;
- Keeps detailed data/statistics on cases and prepares a monthly report; the report must include successes, challenges, number of clients served, number of clients who have successfully entered treatment, and the number of clients who have relapsed;
- Prepares quarterly and year-end statistical reports of program activities for FWPD-HART Peer Recovery Coach as required by the grant or the FWPD;

MARGINAL FUNCTIONS

Other duties as assigned.

PERFORMANCE EXPECTATIONS

The incumbent is responsible for managing their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- High School Diploma;
- Three (3) years experience in substance use disorder field preferred;
- Associate degree or higher in health/human services/substance use disorder related field preferred;
- Peer Recovery Coach certification preferred. Must be able to obtain certification within 6 months of employment;
- Must have lived experience in recovery from substance use disorder;
- Demonstrated working knowledge of the mental health/substance use disorder recovery process and experience in the ability to facilitate stabilization using established processes.

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

- Knowledge and practice skill in trauma informed care to be able to work effectively with the children who may be living in situation where and overdose or substance use is occurring;
- Develops expertise in the field of substance use disorder and treatment options and must be current on all treatment options available in the Fort Wayne area;
- Ability to write reports that are well written, clear, and acceptable for courtroom and evidence admission;
- Exercises ethical and sound judgement consistent with professional ethical standards (NASW Code of Ethics) and FWPD protocols in the use of any and all social media and in the use of any and all technology;

- Maintains a highly professional demeanor and decorum in all venues related to the position, including with clients, professional colleagues, peers, court personnel, and FWPD at all times;
- Maintains a high level of professional accountability at all times and practices within his/her acquired knowledge and expertise consistent with the standards of the NASW Code of Ethics;
- Must be willing to attend community meetings and occasional public speaking situations.

LANGUAGE SKILLS

Incumbent has frequent contact with police personnel and other criminal justice agencies. These contacts involve explanation or interpretation of work to provide service, carry out policies and laws and maintain coordination within the department. Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Incumbent’s work consists of complex varied, standardized tasks involving the administration of examinations regarding overdoses and substance abuse. Incumbent must possess the ability to make practical application of procedures and techniques that are relevant to the tasks. Incumbent is responsible for supervising the HART Program of the Fort Wayne Police Department and also with coordinating programs and assisting areas. Incumbent will coordinate training as well as provide specialized training for civilian and commissioned officers of the Fort Wayne Police Department and other agencies as required. Incumbent is responsible for adhering to all department regulations and procedures and supervisory review will determine errors in decisions or incorrect laboratory procedures.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Indiana Driver’s License if a City vehicle is used;
- Must complete Certified Peer Recovery Coach training (ICAADA-CAPRC I) within six months of employment.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to toxic or caustic chemicals. The employee is occasionally exposed to fumes or airborne particles; outside weather conditions. The noise level in the work environment is usually moderate.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.