

CITY OF FORT WAYNE JOB POSTING

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

Job Vacancy:	Social Worker-HART Program	Department:	Police
Requisition Number:	2024258		
Hours:	40 hours per week, varies depending on need	Rate of Pay:	\$33.02 per hour
Date Posted Up:	9/25/2024	Date Posted Down:	Until Filled
Time Up:	8:00 a.m.	Time Down:	

SUMMARY

Working under the direction of the Lead Social Worker, the incumbent work with the Hope and Recovery Team to address issues involving people who have overdosed or have substance use disorder issues that adversely affect their family. 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.

Operations

- Identifies and assesses the needs of the person they are reassigned to who has experiences an overdose and helps address any underlying issues, both physical and psychological;
- Assists with research involving the HART Program and its impact on prevention of fatal and non-fatal overdoses in Fort Wayne;

Document Management, Processing & Analysis

- 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 Social Workers as required by the grant or the FWPD;

Information & Communication

- Works closely with the Fort Wayne Police department (FWPD) HART Detectives, and maintains good working relationships;
- Works with families that have family members who have substance use disorder; Educates them on the risks of substance use disorder, how substance use disorder affects families, and provides all the local treatment options available;
- Works with families affected by substance use disorder to repair the family bond and helps them work toward becoming a whole family again;
- Testifies in court and has no Giglio issues involving integrity;
- Prepares clear and well written case reports on each case worked;
- Coordinates weekly outreach programs;
- Maintains and updated FWPD-HART Social Media pages;

- Accompanies the FWPD HART detectives in the field on a regular basis and meets the people “where they are”; Encounters persons under the influence of substances who may be agitated or anxious maintaining a respectful and professional approach to the helping role;
- Works effectively with the children who may be living in situations where an overdose or substance use is occurring, or have been exposed to trauma;
- Attends regular training and receives continuing education credits to maintain their professional licensure as an LSW or LCSW;
- Meets with a Clinical Supervisor to ensure the program is working successfully and meeting all of the necessary legal, ethical, and moral standards for social work substance use disorder programs.

MARGINAL FUNCTIONS

Other duties as assigned.

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage 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

- Bachelor’s degree in Social work, Master’s degree preferred;
- Experience in dealing with people who have substance use disorder;
- Possesses sufficient knowledge and practice skill in trauma informed care to be able to work effectively with children who may be living in situations where an overdose or substance use is occurring.

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.

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;
- LSW (Licensed Social Worker) or LCSW (License Clinical Social Worker) Professional license in Indiana within six months of hire date.

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.