

CITY OF FORT WAYNE JOB POSTING

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

Job Vacancy:	Social Worker-Overdose Loss	Department:	Police
Requisition Number:	2023268		
Hours:	40 hours per week, varies depending on need	Rate of Pay:	\$29.3999 per hour
Date Posted Up:	10/9/2023	Date Posted Down:	Until Filled
Time Up:	3:00 p.m.	Time Down:	

SUMMARY

Working under the direction of the Captain—Administrative—Vice & Narcotics—Hope & Recovery Team, the incumbent will oversee the Overdose Loss program. The incumbent will work in the field and meet with families who have lost a loved one to a drug overdose death. The incumbent will provide up to date grief services to family members who are accepting of those services. 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

- Supervises, trains and oversees volunteers for the Overdose Loss Team;
- Identifies and assesses the needs of the person or persons who have lost a family member to an overdose death and help address any underlying issues, both physical and psychological;
- Refers person or persons to HART program who may also have substance use disorder;
- Conducts research involving the Overdose Loss and HART program and its impact on prevention of fatal and not-fatal overdoses in Fort Wayne;
- Develops and maintains detailed data/statistics on cases; Prepares a quarterly report to include successes, challenges, number of clients served, number of clients with active substance use disorder, number of clients referred to other programs;
- Develops training program for volunteers to help with Overdose Loss Team.
- Attends the Allen County Overdose Fatality Review meetings and gives input to help avoid gaps in services in our community on overdose death cases.
- Assumes a leadership role with regard to program modification and /or development within the parameters of the original grant and in accordance with FWPD expectations.

Information & Communication

- Works closely with the Fort Wayne Police Department HART Detectives and maintain a good working relationship;
- Works closely with Lutheran Social Services of Indiana and maintains a good working relationship;
- Makes referrals to Lutheran Social Services of Indiana and other agencies as needed;
- Educates people with substance use disorder and their families on the risks associated with overdose and treatment options available;
- Educates people on grief related issues concerning overdose death cases and gives up to date options for dealing with grief.

- Provides education to members of the Fort Wayne Police department (FWPD) members in support of family members who have substance use disorders through relevant and meaningful supportive activities;
- Supports FWPD members in support of family members who have substance use disorders through relevant and meaningful support activities;
- Prepares a thorough written case report on each case;
- 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 HART funded partner meetings, and other meetings that apply or affect the HART Program and the FWPD as needed;
- 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;
- Testifies in court and has no Giglio issues involving integrity;

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

Incumbent supervises volunteers who support the Overdose Loss Team. Supervision includes ensuring that the assigned volunteer employee adheres to organization’s policies and applicable laws. Responsibilities include interviewing, recommend hiring, training employees; planning, assigning and directing work; provides input during performance appraisals, where applicable; recommends disciplinary action for employees in accordance with the applicable union contract for union employees; addressing complaints and resolving problems.

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 are suffering from grief or trauma related to overdose death;
- 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

- Ability to write reports that are well written, clear, and acceptable for courtroom and evidence admission;
- Develops expertise in the field of death and grief, specifically involving overdose death from substance use disorder;
- Ability to become fully knowledgeable of the FWPD-HART Program policies and standard operating procedures, and will work to meet or exceed the standards of the program;
- Abides by all ethical standards of the social work profession (NASW Code of ethics) and the FWPD at all times;
- 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 Overdose Loss 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.