

**CITY OF FORT BRAGG
JOB DESCRIPTION**

JOB TITLE: SOCIAL SERVICES LIASON-CRISIS WORKER

REPORTS TO: POLICE CAPTAIN TYPE: Temporary, Non-Exempt, At-Will, Not Represented

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

Under general supervision, to act as a liaison between individuals with mental health illnesses and the various social services programs available to include the courts. This will include field and home visits with clients as well as attending court dates and appointments. This newly created position is grant funded for one year and may involve completing other duties as required.

ESSENTIAL FUNCTIONS:

Physical Requirements:

Constant sitting, keyboarding, observing computer screen, twisting in seated position; frequent bending, squatting, reaching, lifting boxes weighing 30 pounds or less, standing, walking, writing; occasional reaching above shoulders not to exceed 30 pounds, driving, moving and servicing equipment such as copiers and FAX machines, answering telephone. Requires the ability to give and receive oral information; the ability to climb flights of stairs: good reading comprehension; typing; computer literacy using diverse programs; the ability to sit for long periods in an office chair; driving a motor vehicle; the ability to occasionally work nights, weekends and long hours.

Employee must:

- Be sufficiently adaptable to accept and perform in a timely and effective manner work assignments that are outside the normal day-to-day routine.
- Maintain courteous, professional and effective working relationships with other City employees and members of the public.

TYPICAL DUTIES AND RESPONSIBILITIES:

Essential duties may include, but are not limited to, the following:

- Documents and maintains reports on interactions with clients.
- Answers calls for service involving non-violent individuals experiencing mental health issues.
- Tracks and transports individuals to appointments and court hearings.
- Coordinates between social services and individuals with mental health issues.
- Follows up with mental health services and clients following 5150 W&I detainments.

MATERIALS, EQUIPMENT AND TOOLS:

Vehicle as assigned, uniform as specified, computers and specified computer software programs, audio recording equipment, officer body cameras, cell phone, and police radio.

SPECIAL REQUIREMENTS:

Possession of a valid Class C or higher California driver's license.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- Basic knowledge of available Local, State and Federal social services programs.

Ability to:

- Read, understand, and know how to research information related to social services programs.
- Learn basic computer software programs for the tracking of data and reports.
- Confidently and calmly speak with individuals with mental health illnesses.
- Maintain the confidentiality of clients and law enforcement records.
- Have good recall ability in order to remember names, numbers, incidents and places.
- Think and act quickly and accurately during emergency situations.
- Carry out oral and written orders and directions.
- Learn standard broadcasting procedures of a police radio system.
- Work cooperatively with others.

REQUIRED EXPERIENCE/EDUCATION

- Be at least 21 years of age at time of employment application.
- Be fingerprinted for purposes of search of local, state, and national fingerprint files to disclose any criminal record.
- Be a high school graduate or pass the General Education Development Test.

DESIRABLE EXPERIENCE/EDUCATION:

- Previous experience working with individuals with mental health illnesses.
- Previous experience working in a Local, County, or State social services department.
- Experience in using computer software to include Microsoft Office products.
- Formal education related to mental health illnesses.

NOTE: *Accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.*

