



# STARKE COUNTY SHERIFF'S OFFICE

## SHERIFF JACK ROSA

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5435 E. State Road 8  
Knox, Indiana 46534

### Social Worker

#### Job Summary:

The Sheriff's Department Social Worker provides crisis intervention in situations requiring immediate assistance, assistance with mental health consultation, coordination of care and referrals, victim/witness support, follow-up on incidents reported to the police that require further assistance, and fosters positive collaboration with the government and local agencies to strengthen the community.

The Sheriff's Department Social Worker also develops and implements strategies to proactively address the needs of the community, particularly related to domestic violence, child and elder abuse, sexual abuse, substance use/abuse, mental illness, accessing basic needs/assistance, and raising awareness of community needs with education and training.

#### Duties:

- Work with Starke County Sheriff's Department personnel and social service agencies to coordinate solutions for individuals with mental health or substance use/abuse issues, those experiencing homelessness, and trauma victims.
- Provide information and referrals to both those seeking assistance and those who are identified as needing assistance with issues such as basic needs, homelessness, financial assistance, housing, substance abuse, and mental illness.
- Identifies trends in the problems that individuals face that impact the community and presents recommendations on how to solve those problems and/or alleviate the impact.
- Compile statistics and prepare reports on social service provision.
- Perform case management and maintain the Social Service Division's records (contacts, referrals, and follow ups).

"LOYALTY AND PRIDE"

- Conduct in-service training and psychoeducation for police officers regarding the role of social work in a police department, as well as topics relevant to trending issues in law enforcement.
- Provide consultation services, information or referrals to department personnel when needed.
- Offer debriefing to officers and other staff as needed.
- Participate in developing and implementing agency and administrative policy.
- Promote the Department's social service programs within the community.
- Perform other duties as requested or assigned which are reasonably within the scope of the duties listed above.

### **Job Requirements:**

- Masters in social work or mental health counseling required. Must meet educational eligibility requirements for state licensure, although license not required.
- Ability to become familiar with local community agencies and the process to access the services that they provide.
- Excellent communication skills.
- Ability to work varying hours and to be on call.
- Ability to maintain confidentiality when necessary and appropriate.
- Ability to work under stressful or emotionally charged situations where individuals may be experiencing crisis or exhibiting erratic behavior. Experience in providing crisis intervention services is preferred.
- Knowledge and skills for direct and indirect intervention including understanding of the knowledge, skills, and processes for effective casework practice; knowledge of social and environmental conditioning, cultural diversity, and family systems.
- Knowledge of standard office procedures and ability to operate modern office equipment. Proficiency in Microsoft Word and Excel.
- Possess a valid state driver's license.
- Pass a five-year personal, criminal, child welfare, and employment background investigation.

*Please note this job description is not designed to cover or contain a comprehensive listing of functions, tasks, activities, duties, responsibilities, knowledge, and skill that are required and deemed necessary for all incumbents of this class. Specific functions, tasks, activities, duties, responsibilities, knowledge, and skill may change at any time with or without notice.*