



NON-SWORN MEMBER VACANCY

The Kansas City Missouri Police Department employment practices are designed to hire, promote, and assign members without discrimination on the basis of race, color, national origin, limited English proficiency, sex, sexual orientation, gender identity, age, religion, disability, or low-income level.

DATE: September 22, 2021

JOB VACANCY MEMORANDUM NO. 21-46

TITLE: Social Service Specialist

ELEMENT OF ASSIGNMENT: Patrol Bureau

PAY RANGE: 17

STARTING MONTHLY SALARY: \$3,414

VACANCY STATUS: Vacant

EXPIRATION DATE: October 6, 2021

REQUIREMENTS:

To provide support to and act as a resource for assigned Patrol Division's officers through collaboration, community outreach and service referrals.

Essential Job Functions: (Functions essential to attaining job objectives.)

1. Receive and respond to service referrals from KCPD officers.
2. Accompany officers on residence checks and other field work when needed.
3. Quickly assess and recommend appropriate interventions available within the community.
4. Provide education and navigations of service programs for participants.
5. Attend weekly division crime meetings.
6. Attend meetings in the community as needed to build and maintain resource networks for referrals.
7. Document daily activities in the Social Service Program's online data tracker.
8. Function autonomously within assigned Patrol Division on a number of daily tasks.
9. Utilize effective time management skills to accomplish a variety of tasks.

10. Collaborate with other Social Service Program team members to accomplish tasks that affect multiple Patrol Divisions.
11. Report referrals information to designated division staff
12. Maintain reliable and predictable attendance. Must have the ability to work flexible hours and overtime when necessary, to provide support to all Patrol Division watch assignments.
13. Maintain confidentiality regarding sensitive or confidential information.
14. Perform related duties as required.
15. This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job related responsibilities and task other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent /applicant be unable to perform the function or requirement due to a disability as defined by the American with Disabilities Act (ADA) as amended by the Amendments Act of 2008 (ADAA); and the Missouri Human Rights Act (MHRA).

Job Standards: (Minimum qualifications needed to perform essential functions.)

To successfully perform the essential functions of the position, the incumbent must possess a Bachelor's degree from an accredited college or university, preferably in social work or a related field, and 3+ years of experience in Social Service is preferred.

Excellent communication and public interaction skill are necessary in this position

Must have a current driver's license

Physical Requirements: Position occasionally requires light lifting (5 to 20 pounds), visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer, telephone and office equipment.

Job Location: (Place where work is performed.)

The Division Social Service Coordinator works in the field and at their assigned Patrol Division station. As the job locations is dependent upon the referrals and requests from officers, the locations changes daily.

Equipment: (Machines, devices, tools, etc., used in job performance.)

- Computer
- Copier/Fax/Scanner
- Telephone

All department members interested in being interviewed for the above position must submit a copy of their Request for Transfer, Form 4 P.D. to the Human Resources Division (HRD). The original Request for Transfer form must be submitted through the member's chain of command for endorsement and upon completion, forwarded to the HRD. In addition, another copy of the Request for Transfer, resume and a completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) must be submitted directly to **Major Stacey Graves, Executive Officer, Patrol Bureau Office** by **OCTOBER 6, 2021**.

Outside applicants interested in being considered for the position must submit a cover letter and a resume to Mindy.Davis@kcpd.org by **OCTOBER 6, 2021**.

All members must obtain a residence within 30 statute (air) miles of the nearest Kansas City, Missouri city limit within the state of Missouri during the full term of their employment with the Department.

<https://kcpd.maps.arcgis.com/apps/instant/lookup/index.html?appid=2e0311b882d84e6cb8ed17fc15539761>

Selected applicants who meet all of the qualifications will be contacted individually to schedule an interview. Selected applicants must submit to a MMPI, CVSA, post-offer physical examination and routine drug screen.

Captain Marisa Barnes

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Commander, Employment Unit