



# 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:** December 17, 2021

**JOB VACANCY MEMORANDUM NO.** 21-57 EXTENDED

**TITLE:** Supervisor III, Social Services Supervisor

**ELEMENT OF ASSIGNMENT:** Patrol Bureau

**PAY RANGE:** 20

**STARTING MONTHLY SALARY:** \$5,059

**VACANCY STATUS:** Vacant

**EXPIRATION DATE:** January 10, 2022

## **REQUIREMENTS:**

**Job Objectives:** (Purpose of the position.)

This is a first-line supervisory position responsible for providing support, acting as a resource for, and supervising the Patrol Division Social Service Specialists through collaboration, community outreach, and processing data. Responsible for monitoring and presenting outcomes and data collection.

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

1. Be knowledgeable of the Police Department's Mission Statement, Vision Statement and Strategic Objectives using said knowledge to direct the efficient and effective use of assigned resources.
2. Assist the Patrol Division Social Service Specialists with referrals as needed. This may include handling referrals when the coordinator is unavailable or handling referrals to assist with high caseloads when needed.
3. Collaborate with other Social Service program team members to accomplish tasks that affect multiple Patrol Divisions.
4. Manage and participate in the on-call rotation for the Social Services Program.

5. Monitor and analyze Social Service program data to:
  - A. Guide practice throughout the Patrol Divisions in order to maintain model fidelity.
  - B. Track program outcomes.
  - C. Assess program efficacy and efficiency.
  - D. Must have the ability to seek and create partnerships in the community and to identify gaps in service.
6. Coordinate and manage monthly team meetings regarding the Social Services Program to:
  - A. Meet with external and internal partners.
  - B. Supervise best practices to support model fidelity.
  - C. Address any program needs that affect the entire team.
7. Coordinate bi-monthly supervision with each member of the Social Services team. Supervision will:
  - A. Provide an opportunity to learn and address any issues team members are experiencing.
  - B. Review and discuss documentation to ensure timely reporting, consistency and accountability.
  - C. Review community engagement opportunities. Encourage and assist Social Services Specialists to network within the community.
  - D. Review any differences in the program model at the division level. Work with Social Services Specialists to address and modify division services when the differences are too far from the program model.
  - E. Review and discuss expenditures to identify gaps in services.
8. Utilize data and Social Service Program progress to apply for supplemental funding.
9. Attend conferences, symposiums, training, or workshops to expand knowledge and represent Social Service Program as needed.
10. Be accountable to out-sourced funders and the KCPD for program outcomes.
11. Manage the program's database in order to maintain accurate program outcomes.
12. Keep command staff apprised of program outcomes and trends through weekly and monthly data reports.
13. Keep command staff apprised of Social Services Program expenditures through quarterly reports.
14. Create and present a Social Services Program annual report by March 1 each year to showcase stats, program highlights and community partnerships of the prior year.
15. Attend meetings within the community as needed to build and maintain resource networks to support Patrol Division Social Service Specialists.
16. Attend and, when necessary, present at monthly Board of Police Commissioners meetings.
17. Report to designated Patrol Bureau staff.
18. Maintain reliable and predictable attendance. Must have the ability to work flexible hours, take on-call rotation and overtime to support Patrol Division Social Service Specialists and the community. This may occur during non-business hours.

19. Maintain confidentially regarding sensitive or confidential information.
20. Perform related duties as required
21. 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 tasks 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 Amendment Act of 2008 (ADAAA; 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 Master's degree from an accredited college or university, preferably in social work or a related field. Three or more years of social service experience is preferred.

Excellent communication and public interaction skills are necessary in this position.

Must have a current valid driver's license.

**Physical Requirements:**

Position requires light lifting (5 to 20 pounds) occasionally, 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.)

Operates in an office environment the majority of the time; while expected to work in the field assisting Patrol Division Social Service Specialists with referrals or in meetings with community partners.

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

- Computer
- Copier/Scanner/Fax
- Telephone
- Vehicle

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** by no later than **JANUARY 10, 2022**.

Outside applicants interested in being considered for the position must submit a cover letter and a resume to [Mindy.Davis@kcpd.org](mailto:Mindy.Davis@kcpd.org), to be received no later than **JANUARY 10, 2022**.

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 CVSA, MMPI, post-offer physical examination and routine drug screen.

*Captain Marisa Barnes*

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Commander, Employment Unit