

Notice of Available Position

Department: Highland Police Department
Position: Police Social Worker (Full Time)
Position Reports to: Administrative Commander
Posted: Tuesday, March 25, 2025
Post Period Ends: Friday, April 25, 2025

The Highland Police Department is accepting applications for position of full-time Police Social Worker. All who possess the qualifications listed below are eligible to apply. Resumes will be accepted beginning Tuesday, March 25, 2025 up unto the close of the business day on Friday, April 25, 2025. Interested applicants should submit their resume to the following email: policeworkersearch@highland.in.gov

Applicants shall possess the following qualifications:

- Master of Social Work (MSW) from an accredited college/university of social work with a minimum of 60 graduate semester hours.
- Association of Social Work Boards (ASWB) issued license to practice in the State of Indiana.
- Licensed Social Worker (LSW) or higher.
- Knowledge and skills for direct and indirect intervention including: crisis intervention on an individual, group or family basis.
- Consulting with administrators, teachers, parents, and other professionals about student problems and appropriate change strategies, and networking with school programs and community agencies to provide essential services for families and children.
- Proficient application and knowledge of the skills and processes for effective casework management, including knowledge of social and environmental conditions, cultural diversity, and family systems.
- Execution of duties with awareness of all district requirements and board policies.
- Two years of work experience related to the field of social work and criminal justice, including assessment of physical, mental, social and economic needs of a diverse population and basic knowledge of the court system.
- Ability to work independently, take initiative, and work collaboratively as part of a team.
- Possess strong evaluation, written and verbal communication skills, interpersonal skills, and active listening skills.
- Possess a valid state driver license and pass a criminal background investigation.

Police Social Worker Job Description

The Police Social Worker will primarily focus on addressing student behavioral issues, mental health concerns, and family challenges through social work interventions. The Police Social Worker will work in conjunction with school administrators and guidance counselors to provide support and connect students with needed resources. The Police Social Worker will counsel those grieving for a lost loved one and develop programs for at-risk youth. The Police Social Worker will assist our first responders to help negotiate with those individuals in crisis and will provide support for domestic violence and substance abuse victims. The Police Social Worker will also be available to help our first responders in dealing with a crisis situation whether on the job or personal.

This description is not intended to contain every function/responsibility that may be required to be performed by the Police Social Worker.

The Police Social Worker participates in the benefit plan of the Town of Highland. It is subject to change with notice. The current benefit plan includes:

- ❖ After completion of 12 months continuous employment, employee is eligible for 6 personal days off with pay each year not to exceed 20 per calendar year.
- ❖ After completion of 12 months continuous employment, employee is eligible for up to 10 days of paid vacation.
- ❖ Employee receives 12 days of paid holidays each year after 30 days of employment.
- ❖ Worker's Compensation.
- ❖ Medical and dental insurance to which an employee contributes a bi-weekly premium withheld from bi-weekly pay. Also, an Employer paid life AD&D insurance policy is provided for which the worker pays only \$1.00 annually. Employee may choose either the traditional PPO or HSA (Health Savings Account).
- ❖ Longevity bonus pay based upon schedules of tenure beginning after one year of service and increased each year up to and including 30 years.
- ❖ A 457 deferred compensation and ROTH plans are available.
- ❖ Employee is eligible for free membership at the Lincoln Center Fitness Center as part of the town annual wellness program.
- ❖ Employee will be a part of the pension program administered by the Indiana Public Retirement System (INPRS) that includes a worker savings (annuity) paid by the employer.