

<p><b>JOB DESCRIPTION: SPURWINK SERVICES</b></p> <p><b>Effective Date: 11/16/22</b></p>	<p><b>POLICE COMMUNITY LIAISON</b></p>
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\* Denotes an Essential Function

**Title:** Police Community Liaison

**Category:** AS2

**Code:** PLC LSN

**Education and Experience Required:** Minimum of a bachelor's degree with minimum 2 years human services experience. Master's degree counseling or social work preferred.

**Duties and Responsibilities of the Position:**

- \* 1. Provide follow-up services to individuals after police involvement including identification and assessment of risk factors and needs.
- \* 2. Assist individuals to access to community services to address risk factors and needs including in the areas of housing, job support, mental health, and substance use treatment.
- \* 3. Provide ongoing support to identified individual through phone contact and face-to-face meetings at assigned police department and in community settings.
- \* 4. Work collaboratively with assigned police department staff and community providers to resolve individual and systems barriers impacting individuals and community.
- \* 5. Convene and facilitate a monthly group of invested community stakeholders to increase collaboration.
- 6. Accompany officers on calls to assist with mental health related needs in the moment (once officers have secured the scene).
- 7. Provide or assist the assigned police department with requested staff training needs.

**Immediate Supervision:** OCS Program Supervisor.

**Immediate Subordinates:** None.

**Schedule of Employment:** Non-exempt.

**Other:** As an employee of Spurwink, the Police Community Liaison is expected to adhere to the policies and procedures of Spurwink. They must keep client and employee health care information confidential, and in all other ways comply with Spurwink's policies and procedures implementing the Health Insurance Portability and Accountability Act (otherwise known as HIPAA). Due to the nature of the work, staff at Spurwink are required to be trained initially and annually in good health practices, communicable illnesses, and universal precaution procedures. By virtue of the responsibilities of this position, it is reasonably anticipated that the Liaison may be exposed to blood or other potentially infectious materials. Therefore, they will receive blood borne pathogens training (including training regarding Hepatitis B) and will be

offered the Hepatitis B vaccination series upon hire. They must maintain a current driver's license and a clean driving record as outlined in Spurwink's Driving policy.

**General Sign Off:** The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read and understand this explanation and job description.

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Employee Name (Please Print)

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Employee Signature

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Date