

Job Description:	Program Director- Community Advocacy Relations Division (CARD)	Job Number: #200
FLSA Status:	Exempt / Unclassified	Approved: 5/26/21*
Reports to:	Chief of Police	Revised: 04/28/2021

FUNCTION OF JOB

Under the direct direction of the Chief of Police, the Community Advocacy Relations Division (C.A.R.D.) Director is responsible for planning, supervising, and reviewing the activities of all personnel, liaisons, chaplains, volunteers, and any other entity that has been approved by the chief of police pertaining to the CARD program. Supervision is exercised over CARD staff and other designated personnel. The administrative nature of the work requires considerable responsibility for making decisions regarding actions to be taken, independent judgment in the interpretation of policies and procedures, assisting the Chief of Police in the development and maintenance of the CARD program. Educational training and implementation of crisis, threat assessment, behavioral analysis, and any additional and pertinent training as needed.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Completion of mobile/real time assessment for mental health, substance abuse, and crisis intervention.
2. Makes appropriate assessments in level of care needs in the field and at the offices of the MVPD.
3. Assess and appraise risk for clinical and administrative risk of harm and threat assessment.
4. Maintain timely and comprehensive documentation of services.
5. Performs appropriate clinical interventions and brief therapeutic treatment to the community, along with coordination and linkage to resources to provide long-term treatment.
6. Collaborate with community service agencies to provide a comprehensive treatment plan for the individual.
7. Supervises additional staff within the CARD program as program growth arises.
8. Coordination with legal entities within the city and county in the interest of public safety.
9. Analyzes information, statistics, and reports on departmental activities in order to determine police service needs, availability of resources, and if existing programs meet the needs of the public.
10. Manage on call procedure for crisis response including, but not limited to, hostage situations, barricade, lethality and threats and response to the emergency services unit.
11. Ability to: communicate with and respond pleasantly to a demanding and diverse public in answering questions, explaining policies, and assisting in the handling of complaints as relevant to attempt a proper resolution for all parties involved.
12. Deal effectively with coworkers, City Officials, and the general public in routine and emergency situations.
13. Participates in recruitment and assignments by recommending personnel and capital needs for the CARD program.
14. Interacting with community organizations and representing the Police Department on various committees and boards.
15. Coordinating activities with other law enforcement agencies; and participating in various city-wide training, projects and/or programs as appropriate.

16. Recommends comprehensive goals and objectives and is responsible for their implementation and the documentation and analysis of the results achieved.

**The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

MINIMUM ACCEPTABLE QUALIFICATIONS

1. Ability to apply principles DSM-5 and diagnostic skills.
2. Possession of a minimum of 4 years of crisis intervention.
3. Master of Social Work from an accredited institution.
4. Must maintain current social work license in the State of Ohio through the board of CSWMFT.
5. Ability to think critically and apply risk management with a focus on problem solving and solution focused skills.
6. Ability to develop and maintain effective working relationships with associates and the public.
7. Ability to supervise others.
8. Possess excellent written and oral skills.
9. Valid driver's license in the State of Ohio.
10. Cleared background check form BCI and FBI.
11. Pass pre-employment physical and drug screen
12. Supervise social worker interns at the bachelor and master degree level.

ADDITIONAL DESIRABLE QUALIFICATIONS

1. Proven experience as administrative manager.
2. In-depth understanding of office management procedures and departmental and legal policies
3. Proficient in MS Office and other administrative computer systems.
4. An analytical mind with problem solving skills.
5. Good organizational and multitasking abilities.
6. Familiarity with police procedures, culture, and ability to integrate with police personnel.

It is the intent of the City of Mount Vernon to be as consistent as is possible on all job descriptions on all comparable jobs, while recognizing that each position has duties and responsibilities specific to each department.