

CLASS TITLE: POLICE SPECIAL SERVICES CLINICAL COORDINATOR

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for evaluating the efficiency and quality of the Tulsa Police Department's special services program and partnerships, including researching and making recommendations using evidence based best practice models for police response to community mental health, coordinating care across various City systems designed to serve those in psychiatric crisis, living with mental illness, and/or unhoused, and working closely with non-profit agencies and partners to provide non-traditional police services to the community; and performs other related assigned duties.

ESSENTIAL TASKS:

- Maintains a well-defined process for assessing and improving system performance and achieving quality outcomes
- Oversees clinical service delivery and coordination of services across various governmental systems
- Develops and manages a social work intern program
- Provides clinical consultations, leads meeting, and develops intervention plans and strategies to assist those in mental health crisis
- Completes reports, tracks findings, and presents findings to management and other groups, as needed
- Tracks data for special services and mental health programs to evaluate efficacy and impact
- Obtains data and uses the information gathered to evaluate the effectiveness of external partnerships
- Identifies and implements practices based upon evidence-based practices
- Develops curriculum and provides training in mental health intervention and response
- Provides direct support services to the community, as needed
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a master's degree in social work, counseling, human relations or a field closely related to the essential tasks of this job description and two (2) years of experience in mental health response, clinical care, counseling, psychiatric nursing or a closely related field, including one (1) year of supervisory/lead experience. Must be able to pass a Criminal Justice Information Services (CJIS) background check.

Knowledge, Abilities and Skills: Good knowledge in the use of the Diagnostic and Statistical Manual of Mental Disorders (DSM-V) and Cognitive Behavioral Therapy/Solution focused treatment/systems model; knowledge of the principles of project management; knowledge of office-based software; knowledge of the sequential intercept model; and knowledge of local mental health resources and services. Ability to assess safety concerns and utilize verbal de-escalation skills. Skill in task management; skill with technical writing and verbal communication; skill in organizing and managing data; and skill in team building and conflict resolution.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting up to 20 pounds; occasional carrying up to 10; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver License. Must be licensed as a Licensed Clinical Social Worker (LCSW) or Licensed Professional Counselor (LPC) or a Licensed Marriage and Family Therapist (LMFT) in the State of Oklahoma upon hire.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting with some shift work.

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Class Code: 2627

EEO Code: N-02

Pay Code: AT-40

Group: Cultural, Legal, and Sciences

Series: Medical

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