



CITY OF ALBANY
HUMAN RESOURCES
CITY HALL, ROOM 301
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PLEASE POST CONSPICUOUSLY
December 14, 2016

TO: All City of Albany Departments & Divisions
SUBJECT: Notice of Job Opening –

Social Work Field Instructor
Albany Police Department

The **Albany Police Department** has one (1) vacancy for the position of **Social Work Field Instructor** at a rate of **\$19.43/hour @ 8 hours/week**. This is a nine (9) month position. The schedule for this position is as follows:

Monday and Tuesday and/or Friday*
(Schedule will vary based on SUNY Albany academic year)

Applicants must meet the requirements as outlined in the attached job description. This position is a competitive class Civil Service position that may be filled on a provisional basis pending the outcome of the Civil Service examination.

Anyone who is interested in applying for this job should submit a resume AND application to the Department of Human Resources, City Hall, Room 301, Albany, NY 12207 to be received in the office no later than 5:00 p.m. **Tuesday, December 13, 2016.**

EFFECTIVE 2/26/15 LOCAL LAW F – 2014

Section 62-1 of Chapter 62 of the Code of the City of Albany.

D. Residency for new employees. Except as otherwise provided by the section, the Common Council hereby establishes a residency requirement for all prospective employees of the City. Every person initially employed by the City of Albany, shall, as a qualification of employment, be or become a resident of the City of Albany within 180 days of the date of initial appointment for said City. Furthermore, employees hired after the effective date of this section shall continue to be a resident of the City of Albany throughout their employment with the City, and the failure to move into the City, shall be deemed a voluntary resignation. The City may require annual proof of residency from affected employees.

PLEASE POST FOR 20 (TWENTY) BUSINESS DAYS UNTIL
TUESDAY, DECEMBER 13, 2015.

An Equal Opportunity /Affirmative Action Employer

SOCIAL WORK FIELD INSTRUCTOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position is responsible for administrative work involving the coordination and implementation of social work interns within the Albany Police Department. The incumbent in this class must establish protocols for the assessment and evaluation of City of Albany at-risk youth and adults by interns placed at the police department by the State University of New York at Albany's School of Social Welfare. The incumbent will be responsible for scheduling and supervision of interns in coordination with the City of Albany Police Department's Neighborhood Engagement Unit.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Oversees the tasks, workload and evaluation of field learning for masters-level social work students (student interns);
- Provides weekly one-hour clinical supervision for student interns placed in the Albany Police Department;
- Completes/returns students interns' performance evaluations;
- Collaborates with State University of New York at Albany's School of Social Welfare appointed field liaison;
- Acts as a liaison between student interns and the Albany Police Department's anti-violence coordinator;
- Assists with creating appropriate assessment tools to be utilized to identify needs for at-risk youth and adults;
- Provides support for student interns with implementation of the assessments;
- Assists in scheduling meetings between student interns and at-risk youth and adults;
- Assists with implementing referral systems based on assessments;
- Participates in monthly multi-disciplinary team meetings regarding at-risk youth and adults;
- Provides progress reports regarding outcome measures or any other necessary information required by grantor funding the GIVE project;
- Assists in case management and services for at-risk youth and adults;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of curricular objectives for field instruction prescribed by the State University of New York at Albany's School of Social Welfare;

- Thorough knowledge of social service concepts related to needs of at-risk youth and adults;
- Thorough knowledge of evidence-based prevention strategies for youth and adults;
- Good knowledge of personal computers and office equipment;
- Ability to develop and maintain effective relationships professional relationships with service providers;
- Ability to work effectively with government agencies;
- Initiative;
- Good judgment;
- Tact;
- Courtesy;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State college with an Master's Degree in Social Work from a Council on Social Work Education (CSWE) accredited social work program and two (2) years post graduate social work practice experience