

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Re-Entry Navigator	<u>CLASS NUMBER:</u> 70301.2	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Office of Justice Policy & Programs	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N10	<u>POSITION CONTROL #:</u> Varies
<u>POSITION LOCATION:</u> 373 S High St, 25 th Fl, Columbus, Ohio 43215	<u>TYPICAL WORK SCHEDULE:</u> Varies, 40hrs week, including evening and weekends	<u>SUPERVISOR (PCN):</u> Social Services Coordinator Re-Entry Coordinator (130016)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> NA		

CLASSIFICATION PURPOSE:

The primary purpose of the Re-Entry Navigator classification is to support and assist justice-involved individuals as they prepare for re-entry and provide support to the Rapid Resource Center staff.

JOB DUTIES:

Receive and direct clients to resources supporting their successful re-integration from the jail to the community and options for behavioral health treatment engagement. Certify client eligibility for internal and external programming and provide referral and linkage to appropriate community social services based on participant's risk factors and priority of need – such as, but not limited to housing, healthcare, food, transportation, state identification documents, and employment/academic assistance. Utilize motivational interviewing strategies and a strengths-based approach to encourage participant engagement in pro-social supportive services. Assist clients with completion of public benefits application(s). Provide basic case management and follow-up to support a positive transition from jail into the community. Prepare targeted in-reach communications to targeted populations, including letters and follow up with other social services staff operating in the jail and/or the community. Maintain up-to-date inventory of supportive service supplies and replenish where necessary. Light cleaning and organization of the Rapid Resource Center to ensure a professional and welcoming environment is maintained during all hours of operation.

Maintain and execute strong working knowledge of HIPAA and 42CFR privacy considerations; safety practices in a correctional setting; motivational interviewing and stages of change; understanding of ethics and boundaries in a human services environment; trauma-informed care in a correctional setting, case management best practices; and interpersonal communications skills.

Work collaboratively with external and internal partners supporting the Rapid Resource Center and OneDoor operations. Assist program partners with marketing, recruitment, and client communications supporting successful re-entry. Prepare appropriate documentation of all client interactions and services utilizing best practices in case management standards. Work as part of a team to physically staff and provide on-site assistance at the Franklin County Corrections Center, the Rapid Resource, and/or One Door satellite office. Provide assistance with special projects as directed.

Receive and distribute mail, records and other legal documentation. Establish and maintain confidential and miscellaneous department files. Retrieve electronic and hard copy information. Copy, collate, and distribute written material, records, legal documentation, and/or reports. Operate personal computer equipment and appropriate software to create, retrieve, and modify reports, letters, and correspondence. Research electronic and hard copy information for department files. Gather and compile data. Perform data entry. Type, prepare and proofread correspondence, memoranda, reports, information, records, legal documents, and materials. Attend meetings, trainings, and workshops as needed to enhance job and knowledge skills. Provide assistance to coworkers and/or performs those responsibilities as necessary to maintain standards of operation. Maintain regular and predictable attendance. These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of safety practices office practices and procedures; agency policy and procedures; government structure and process. Skill in word processing; dictation; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; complete routine forms; maintain accurate records; screen mail, originate routine business letters reflecting standard procedures; gather, collate and classify information about data, people or things; handle sensitive inquiries from and contact with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

High School diploma or GED with experience in human services, re-entry, social work, and/or as a Peer Specialist or Community Health Work, or related experience.

Additional Requirements

No special license or certification is required
Must meet background check requirements.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

Direct contact with inmates/detainees in a secure correctional setting. The employee may be expected to work in or around crowds and may have contact with potentially violent or emotionally distraught persons. This position requires you to work night and weekend shifts.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date