

**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, Permanent, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N10	<u>POSITION CONTROL #:</u> 130023
<u>POSITION LOCATION:</u> 373 S. High St., 25 th Fl., Columbus, Ohio 43215	<u>TYPICAL WORK SCHEDULE:</u> 11:00 PM – 7:00 AM	<u>SUPERVISOR (PCN):</u> Social Services Coordinator (130013)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

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:

Assists justice-involved individuals in developing post-release transition plans based on recovery goals, and gaining information to develop mastery over recovery (e.g. pro-social activities, recovery support programs, treatment options, communities of recovery). Provides opportunities for justice-involved individuals to practice self-efficacy and advocacy through activities promoting accountability, empowerment, and self-determination. Provides referrals and monitors linkage to appropriate community social services (e.g. housing, healthcare, food, employment, transportation). Provides on-site assistance to justice-involved individuals in the Rapid Resource Center.

Answers and directs incoming calls; records and relays messages. Provides information and assistance to internal and external stakeholders and clients. Attends meetings, trainings, and workshops as directed. Works with clients and their support systems (e.g. family members, friends, probation officers, and treatment providers) to encourage safe, productive, and law abiding reintegration into the community. Assesses and connects justice-involved individuals to clinical services as appropriate. Maintains 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; public relations; human relations; agency policy and procedures; government structure and process; interviewing. Skill in word processing; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; maintain accurate records; cooperate with co-workers on group projects; handle sensitive inquiries from and contacts with officials and general public; develop good rapport with inmates and/or patients.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Associate's degree in business, criminal justice, social work, human services or related field, with one (1) year of social service or related experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

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