



<b>Job Title</b>	<b>Criminal Justice Navigator I</b>	<b>FLSA Status</b>	<b>Non-Exempt</b>
<b>Band</b>	<b>PRO</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>1</b>	<b>Job Code</b>	<b>18257</b>

**Class Specification – Criminal Justice Navigator I**

<b>Summary Statement:</b>	
<p>The purpose of this position is to assist the Community and Public Health Division of the Colorado Springs Fire Department (CSFD CPH) by providing support within the Criminal Justice Center. This position will facilitate care coordination and successful discharge for identified clients. They will complete substance abuse and mental health referrals, input appropriate documentation into state and program databases, creating discharge and transition plans in conjunction with the client for distribution to interested partners, conduct post release contact and follow up, skill based psychoeducation, provide direct communication with state and local taskforce and committees providing diversion and behavioral health programs to the incarcerated population. And compiling data, information, and feedback to be shared with administration to be communicated to various committees providing diversion and behavioral health programming to the criminally justice involved</p>	
<b>Essential Functions</b>	Note: Regular and predictable attendance in the performance of this job is an essential function.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
70%	Support the development and implementation of discharge planning for identified clients, provide substance abuse and mental health referrals, input all documentation into state and program databases, maintenance of current list of community resources for substance abuse and behavioral health, creating discharge and transition plans, post release contact and follow up, skill based psychoeducation, Communicate behavioral health and medical needs with identified community partners to facility coordination of care. Provide data, information, and feedback to administration to be communicated to various committees providing diversion and behavioral health programming to the criminally justice involved.
20%	Participate in case consultation with both internal/ and external partners as needed to assist compliance of client; interact in professional to professional communication as needed to advocate for client; and complete case conceptualization/ differential diagnosis/ presentation as needed.



<b>Job Title</b>	<b>Criminal Justice Navigator I</b>	<b>FLSA Status</b>	<b>Non-Exempt</b>
<b>Band</b>	<b>PRO</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>1</b>	<b>Job Code</b>	<b>18257</b>

10%	Build relationships with partners/agencies and maintain positive alliances. Participate in supervision with both CJC staff and CPH staff as assigned.
-----	---

<b>Competencies Required:</b>	
Human Collaboration Skills: Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public/ CJC population requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.	
Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	

<b>Technical Skills Required:</b>	
Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.	

<b>Relevant Background and Formal Education:</b> Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.	
Education: Bachelor's degree from an accredited college or university in a human behavioral science or criminal justice field.	



<b>Job Title</b>	<b>Criminal Justice Navigator I</b>	<b>FLSA Status</b>	<b>Non-Exempt</b>
<b>Band</b>	<b>PRO</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>1</b>	<b>Job Code</b>	<b>18257</b>

Experience: One year of full-time experience in case management or related field.

**Education and Experience Equivalency:**  
 One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.  
 Additional appropriate education may be substituted for the minimum experience requirements.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Colorado Driver's License	Upon hire
Certifications required in accordance with standards established by departmental policy.	

**Supervision Exercised:**  
 The position does not have supervision responsibility.

**Supervision Received:**  
 Receives General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

**Fiscal Responsibility:**  
 This job title has no budgetary responsibility.

**Physical Demands:**  
 Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office and CJC units
Extreme Temperature	Never



<b>Job Title</b>	<b>Criminal Justice Navigator I</b>	<b>FLSA Status</b>	<b>Non-Exempt</b>
<b>Band</b>	<b>PRO</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>1</b>	<b>Job Code</b>	<b>18257</b>

Wetness and Humidity	Seasonally
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Frequent

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original date: May 2021