

Johnson County Adult Probation & Community Corrections

August 4, 2017

Notice of Employment Opportunity

Position:	Johnson County Systems Navigator
Salary:	\$48,000.00 plus benefits
Hours:	37 ½ hours per week
Target Population:	Working with moderate and high risk offenders
Reports to:	Chief Probation Officer

SUMMARY OF JOB FUNCTIONS: Under the direction of the Chief Probation Officer and Director of Community Corrections, the Johnson County Systems Navigator has responsibility for coordinating cases across multiple systems, addressing system-wide gaps/needs with other offender-serving systems.

GENERAL DUTIES:

- Fast paced, community based position geared toward helping offenders transition from one facility/department to another;
- Work with Indiana Department of Corrections, Jail Systems, Community Corrections, and Probation to ensure individuals are connected with the services recommended or deemed necessary per risk/needs and/or evaluations;
- Reviews court orders and makes necessary referrals to collateral agencies;
- Attends meetings with other system liaisons and addresses barriers or gaps in services;
- Consults and coordinates with personnel on cases that involve multiple systems using programs and community-based resources in an integrated manner;
- Receives notification of positive urine screens and assists offenders in receiving; appropriate support/treatment;
- Ensures that offenders receive services to support positive outcomes and prevent any future contact with law enforcement;
- Present as needed to the system stakeholders;
- Create monthly reports as needed;
- Perform alcohol & drug assessments as needed;
- Performs all other duties as required.

QUALIFICATIONS:

- Bachelor's degree in criminal justice, social work, or related field required;
- Master's degree in criminal justice, social work, or related field preferred;

- CSAM certification preferred;
- Probation Officer certification preferred;
- Knowledge of evidence based practices in community supervision;
- Knowledge of criminal justice system preferred;
- Excellent written and oral communication skills;
- Ability to work effectively both independently and in a team environment;
- Ability to work flexible hours;
- Self-motivated team player;
- Able to persuade others to achieve desired outcomes and embrace accountability;
- Bi-lingual a plus;
- Requires basic computer keyboarding skills

ADDITIONAL INFORMATION

- Candidates must be willing to submit to a criminal background check and urine drug testing

Please submit a letter of interest and resume to smiller@jdc.co.johnson.in.us by September 4, 2017.

The Johnson County Probation Department and Community Corrections are an Equal Opportunity Employer.