



JOB DESCRIPTION

Job Title: Jail Navigator

Reports to: Captain

Salary Schedule: Grade 10

Type: Full-Time

FLSA Status: Non-Exempt

Salary Range: \$26.91-\$33.65

POSITION SUMMARY

The Jail Navigator is responsible for facilitating the successful reintegration of inmates into the community by serving as a bridge between inmates and a network of regional partners, community organizers, nonprofit groups, and other resource agencies. This role goes beyond traditional case management by actively connecting inmates with a wide range of human service resources and building a supportive network that addresses both immediate needs and long-term goals. Through a holistic approach and collaboration with diverse stakeholders, the Jail Navigator enhances the likelihood of successful reintegration and ensures inmates receive comprehensive support throughout the reentry process.

ESSENTIAL POSITION DUTIES & RESPONSIBILITIES

The following statements are intended as general examples of the duties of this position and are not all-inclusive for specific positions. Other reasonable duties may be assigned.

- Develop and maintain relationships with local human service agencies, non-profits, and community organizations.
- Connect inmates with appropriate resources such as housing, employment opportunities, mental health services, substance use disorder, and educational programs.
- Assess individual needs of inmates and create personalized reentry plans.
- Monitor progress and provide ongoing support to inmates both during their incarceration and after their release.
- Collaborate with regional partners and community leaders to enhance the support network available to inmates.
- Organize and participate in community meetings and forums to promote awareness and support for reentry programs.
- Identify gaps in available services and work with partners to develop new programs or enhance existing ones.
- Facilitate workshops and training sessions to prepare inmates for successful reentry.
- Maintain accurate records of inmate interactions and resource referrals.
Track outcomes and report on the effectiveness of reentry initiatives.
- Advocate for inmates' needs within the jail and the broader community.
Support policy development aimed at improving reentry services and reducing recidivism.
- Performs other duties as assigned.

Qualifications:

- Ability to build and maintain collaborate relationships and work effectively within a multidisciplinary team.
- Skilled in conflict resolution and de-escalation techniques.
- Self-directed with the ability to work independently.
- Flexible schedule or willingness to respond to crises as needed.
- Previous experience in the courts, law enforcement and/or human service field.
- Bachelor's degree in human service field or combination of qualifying experience and education.
- Licensed Counselor (Clinician), Master's degree preferred in related field.

Employer-paid health, dental, vision and life insurance for employees, with options to purchase family coverage. Two defined pension retirement plans. Paid holidays, sick leave and vacation.

The statements herein are intended to describe the general nature and level of work being performed and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract of employment and are subject to change at any time due to reasonable accommodation, business demands or direction by management.

All candidates must pass a pre-employment drug screen and a background check.

St. Francois County is an equal opportunity employer and is committed to fostering a diverse and inclusive work environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against based on disability.