

# **Pitt County Government**

## **Jail Systems Navigator**

### **SALARY**

\$42,731.00 - \$67,540.00 Annually

### **LOCATION**

Greenville - Pitt County, NC

### **JOB TYPE**

Full-Time

### **JOB NUMBER**

635601

### **DEPARTMENT**

Sheriff's Office

### **DIVISION**

Detention Center

### **OPENING DATE**

04/17/2025

### **CLOSING DATE**

5/2/2025 11:59 PM Eastern

## **General Statement or Primary Purpose**

Under general supervision, performs specialized law enforcement work in the care and security of specialized population inmates in the County Detention Center. Work may involve admitting and booking inmates, preparing inmates for transport to court or medical facilities, and supervising inmate activity. Work involves preparing various reports and logs, conducting periodic searches, maintaining security, and counseling and advising specialized population inmates as needed. The Jail Navigator is a specialized position and a key staff member of the Programs Unit at the County Detention Center and is responsible for providing

recovery-focused support and system navigation services to inmates located in/being released from the County Detention Center. This position is supervised by a Sheriff's designee.

The Jail Navigator Program is designed to provide intervention, brief case management, peer support, system navigation and linkages to services for individuals who reside in the Pitt County Detention Center and living with mental health disorder(s), substance abuse disorder(s), or a co-occurring disorder. The Jail Navigator will work closely with the intake unit of the detention center to help address gaps in crisis response services and to better meet the needs of those experiencing a mental health crisis in the least restrictive manner possible. The goals of this program are to improve the client's experience in achieving wellness and recovery, provide timely access to needed services, and reduce the number of days in confinement and recidivism.

The position is responsible for interviewing the inmate and gathering collateral information from the court system, community providers, and natural support system to target a plan for a strategic release that would support a successful placement in the community resulting in a reduction or elimination of the cycle of re-entry to the detention system. The Jail Navigator will utilize this information in navigating the court system, mental health service delivery system, Department of Social Services, Social Security, medical providers, substance abuse services, behavioral health centers, Sheriff's Office administration, Detention Center administration, Programs Unit staff/volunteers/providers, NC Works, workforce development organizations, educational/learning centers, re-entry programs/agencies, and any other entity necessary to arrange a plan to assist the inmate to meet their needs in the community.

This position will work closely with Medical, Classification, Administration, Programs Unit Coordinator, and the Jail Inmate Coordinator. In addition, he/she will serve as information liaison between the District Attorney's office, other County departments, and probation and parole in collecting information and coordinating activities of our special population inmates

This position will work in partnership with the Programs Coordinator at the Detention Center regarding the operation of programs that address mental health, substance use, and trauma related matters. These programs will include gender specific programming and services and will require the performance of advanced leadership knowledge and skills.

Work also involves preparing a variety of documents/reports, assisting in the operations of the Program Unit, and other duties as assigned.

## **Duties and Responsibilities or Knowledge, Skills, Abilities**

The Jail Navigator will be a liaison within the detention facility and externally in Pitt County and other parts of North Carolina.

The main duties of this role include:

1. Provides system navigation services to special population inmates in the detention center and to those being released.
2. Delivers a planned model promoting a reduced number of days in confinement and recidivism. Research and implement an evidence-based program model, such as the Stepping Up Initiative, for inmates with mental illness.
3. Conduct regular interviews with inmates to determine proper program placement, as well as inmate needs with regard to services offered.
4. Provides individualized care-planning support for inmates on or pending release. Models mentoring comportment for specialized population inmates.
5. Assists specialized programs unit inmates in accessing community-based services upon release and maintain contact with those individuals for up to one year after release.
6. Understands and follows current security procedures of the detention center and promote good safety practices while working in a stressful environment.
7. Attends and actively participates in collaborative group team meetings.
8. Takes ownership of personal and professional development. Regularly displays leadership qualities. Acts as the primary contact for designated programs.
9. To communicate effectively with service users, detention staff, command staff, criminal justice professionals, outside agencies, and other collaborative groups.
10. To work within existing detention center rules, safe-guarding, risk-management and professional conduct guidelines with inmates confined in the facility and with other partnering agencies.
11. Works with the Jail Inmate Coordinator to collect information and consolidating charges against inmates.
12. Records work performed and provides a report regularly to supervisor.
13. Perform effective report writing and communication.
14. Knowledgeable of Microsoft Office which is used to enter, store and/or retrieve

information as requested or otherwise necessary; summarizes data in preparation of standardized reports.

15. Exercises independent judgment in determining proper actions or responses to jail-related events, incidents and other situations that require prompt, effective and legally defensible responses.

16. Reads, comprehends and takes proper action based upon legal and non-legal documents; may require reading and responding to Release Orders, writs, Federal Form 41, medical instructions, inmate disciplinary actions, etc.

17. Recognizes signs and symptoms of suicide, self-mutilation and other self-destructive activities; acting, as necessary.

18. Assists staff and general public with questions regarding special population inmates and inmates participating in specialized programs at the detention center.

19. Assists Program Unit staff with researching, developing, and implementing jail diversion options and re-entry/aftercare case management efforts for specialized populations.

20. Perform all other related duties as assigned by the Sheriff or the Sheriff's designee.

## **Minimum Education and Experience**

Bachelor's degree in Criminal Justice or Social Services with 1 to 2 years of experience in a detention/corrections facility and/or behavioral health facility; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities. **This position requires a Pitt County Sheriff's Office Application Packet that must be obtained from and returned to the Pitt County Sheriff's Office (100 New Hope Rd. Greenville, NC 27834).**

## **Special Requirements**

Possession of a valid North Carolina driver's license. Must be eligible to complete detention officer certification.

## **Equal Opportunity Employer**

### **Employer**

Pitt County Government

**Address**

1717 W 5th St

Greenville, North Carolina, 27834

**Phone**

252-902-3050

**Website**

<https://www.pittcountync.gov>