



Court Navigator

Job Description

Hours per week	40 hours/week (1.0 FTE)
Supervised by	Accessing Success Assistant Supervisor/Court Navigator
Location	Springfield, Oregon
Starting wage range	\$24.50 – \$26.00, depending on qualifications

Overview

Relief Nursery provides comprehensive family support services that are easily accessible to families who are raising children birth through five years of age and who are experiencing high levels of stress. We provide early intervention that centers on building successful and resilient children and strengthening parents. Our staff work as a team to provide a unique array of support, from therapeutic classrooms and outreach programs, to parenting education, substance use disorder recovery support and more.

We are currently hiring for a Court Navigator to help support this mission. The Court Navigator will assist participants in all Adult Treatment Court Programs, and connecting participants who are being screened for participation and throughout the first two phases of the program. The Court Navigator will assist participants in attending treatment and probation assessments, connecting with housing and coordinating any referrals to the recovery community. The Court Navigator will review case plans as per strengths/needs assessment and/or other services that are supportive to the client's success. The Navigator will respond to referrals and begin support in a timely manner consistent with the contract requirements, complete all documentation/reports as required and participate in any relevant case staffing and/or team meetings. This position will work in collaboration with Lane County Treatment Court, Veterans Court and Mental Health court.

Responsibilities

1. Provide all relevant documentation/reports in a timely and professional manner
2. Participate in supervision and other meetings, as appropriate
3. Coordinate with Treatment Court Coordinators and probation officers to insure required timely contact initiation and face to face meeting with participants
4. Complete RANT assessment for all participants in order to assist in screening participants for the program.
5. Customize services including, but not limited to assistance removing barriers in the financial, communication & information, fear & emotional, legal, mental health, and alcohol & drug domains.
6. Conduct respectful, culturally appropriate services in the client's home or the community when possible
7. Increase coordination of services and guide the participant in navigating the system, including but not limited to connecting participants with resources/support systems; facilitate communications with providers and Court staff; help streamline tasks, appointments, paper work; help participants in time management skills in order to meet scheduled appoints in a timely manner; decrease participant fear and anxiety through support and appropriate referrals; help participants access relevant social services such as housing, parenting classes, transportation; employment & training
8. Track all interventions, service hours/frequency, and outcomes as required
9. Any additional duties as assigned by the Relief Nursery or L.C. Treatment Court Supervisor
10. Assist referred participants who face many barriers, with services designed to remove identified barriers including:



- a. Financial
- b. Communication and information
- c. Treatment Court system barriers
- d. Fear and emotional barriers
- e. Legal Issues
- f. Mental Health Issues
- g. Alcohol & Drug Issues

Specifically:

- a. Connect participants with resources and support systems
- b. Facilitate interaction and communication with treatment providers; Treatment Court and DHS
- c. Streamline tasks, appointments and paperwork
- d. Help participants arrive at scheduled appointments on time and prepared
- e. Help decrease participants fear and anxiety
- f. Help participants identify and utilize appropriate social services
- g. Assist participants with accessing peer support, housing, parenting classes, transportation, and employment and education

Minimum Qualifications

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role.

Persons in recovery from substance use encouraged to apply: Must be CRM within 6 months of position, if identified in recovery.

1. Qualifications include:
 - a. Bachelor's degree in a social service field; or
 - b. A combination of two years of work experience and two years of education and training; or
 - c. Three years of work experience in a social service field working with people from multi-stressed environments
2. Cultural/linguistic competency as per relevant to assigned participant
3. Ability to work with participants utilizing a strength-based approach
4. Knowledge of community resources
5. Willingness to comply with all reporting, legal and meeting requirements as per contract
6. Appropriate training and understanding of all mandated reporting requirements and issues related to supporting participants with multiple risk factors and stresses
7. Ability to communicate clearly and professionally in oral and written form; organize program information, offering feedback and providing motivation to participants
8. Ability to exercise discretion, take initiative and respond effectively to emergent/crisis situations
9. Organizational skills and professional judgment; dependability, flexibility and emotional stability
10. Skill in adapting and working effectively under pressure with a positive attitude and personal balance
11. Ability to relate tactfully, confidently and non-judgmentally with parents, children and staff of diverse backgrounds



12. Skill in problem solving and developing creative approaches; working independently and as a team member utilizing facilitation and mediation practices

Preferred Qualifications

1. 2 years home visiting experience
2. Bilingual in English and Spanish
3. Experience working with the Criminal Justice System
4. Experience and knowledge of Treatment Court setting
5. CADC I or CADC II

Annual Benefits for Employees

Relief Nursery employees working 30 or more hours per week enjoy a generous benefits package as well as of being a part of an organization that makes the world a safer and better place.

- Medical, dental and vision coverage (very low employee cost)
- Flexible Spending Account
- Employee Assistance Program (EAP)
- 403(b) retirement plan with employer match
- Up to 64 hours of paid sick leave per year, up to 128 hours of accumulated sick leave
- 5 weeks of paid vacation leave per year (coincides with the school district winter break, school district spring break, plus two scheduled weeks in August)
- 2 paid personal days per year (add 1 additional day per each 5 years worked)
- Paid Holidays
- Mileage reimbursement
- Opportunity for internal growth and promotion, including access to professional development and training opportunities
- Public Service Loan Forgiveness (PSLF) qualifying employer

Interested applicants, please email resume and cover letter to:

Sequoia Weldon, Assistant Supervisor/Court Navigator at sequwe@reliefnursery.org

Pre-employment drug screen (including marijuana), criminal background check, DMV check, and proof of auto insurance required. Position will remain open until filled.

Relief Nursery is an Equal Opportunity Employer and a Drug-Free Workplace