

# City of Poulsbo

## Position Description

<b>Position Title:</b> Law Enforcement Embedded Mental Health Professional ("Navigator")	<b>Reports To:</b> Deputy Chief
<b>Department:</b> Police Department	<b>Date:</b> November 2017
<b>Salary Schedule:</b> Teamsters Range 33	<b>FLSA:</b> Non-exempt

### **General Purpose:**

The Behavioral Health Outreach Program is a multi-city, multi-agency criminal justice initiative facilitated and coordinated by the City of Poulsbo and supported by 1/10<sup>th</sup> of 1% Mental Health, Chemical Dependency and Therapeutic Courts Grant funding. The goal of the Program is to divert individuals with behavioral health disorders (mental illness or co-occurring substance abuse disorders) who have been charged with minor crimes, or are at risk of arrest, from the criminal justice system. This position is grant funded through December 31, 2018 with the possibility of being funded thereafter.

Under general supervision and at the direction of the Chief of Police, the Navigator will accompany law enforcement in multiple police agencies on patrol and work with law enforcement, after police-involved events, to connect individuals to services.

### **Job Duties:**

1. Engage with individuals identified by law enforcement as needing intervention and connect individuals to available resources and social services; facilitate services for high-need individuals across all involved systems of care.
2. Improve coordination between law enforcement and providers (DMHPs, mental health and chemical dependency counselors, housing providers, etc.).
3. Promote best and promising practice approaches, supports and interventions.
4. Maintain records in the prescribed manner and monitor for compliance with established standards.
5. Participate in system planning, including representation on various groups and committees as designated by the Chief of Police, Deputy Chief, or Program Manager.
6. Provide client-level and system-wide troubleshooting and advocacy.
7. Provide information and referrals.

**Additional Duties**

- Complete on-going training deemed necessary by the Chief of Police, Deputy Chief, and Program Manager.
- Other duties as assigned.

**Performance Requirements (Knowledge, Skills and Abilities):****Knowledge of:**

- Abnormal human behaviors and clinical interventions;
- Availability of community systems and resources;
- Judicial procedures, sentencing implications, and the corrections environment;
- Importance of natural support systems;
- Related state and federal mandates including those related to privacy and confidentiality.

**Ability to:**

- Effectively interview clients, caregivers, and/or families;
- Establish and maintain rapport with adults and children experiencing symptoms of mental illness and chemical dependency in order to determine appropriate services and/or referrals;
- Communicate effectively with people regardless of age, sex, socioeconomic or cultural background;
- Express ideas and recommendations clearly and effectively both orally and in writing;
- Follow oral and written instructions;
- Gather pertinent data;
- Establish and maintain effective work relationship with staff of local hospitals, community organizations, providers and the public;
- Work effectively in team environments;
- Exercise initiative and judgment and make decisions within the scope of assigned authority;
- Read, interpret and apply work-related laws, rules and other regulations;
- Maintain detailed records and prepare clear and concise written reports;
- Meet defined productivity expectations;
- Use computer effectively.

**Working Environment/Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Work is performed in the community alongside designated law enforcement officers. Work is also completed in an office environment.

- Work is performed with considerable independence.
- Visual acuity is required.
- Must be able to hear, understand and operate a two-way radio communication device.

**Experience and Training Requirements:**

A Master's degree in social work, psychology, nursing, counseling and guidance or related field; plus two (2) years' experience in working with acutely and severely mentally ill individuals; OR any equivalent combination of training and/or experience that provides the required knowledge and abilities.

**Licenses and Other Requirements:**

- Valid Washington State Driver's License
- A background check will be conducted on an applicant prior to being appointed to this position.

**Job Description Acknowledgement Form**

I have received, reviewed, and fully understand the job description for Law Enforcement Embedded Mental Health Professional/Navigator. I further understand that I am responsible for the satisfactory execution of the essential functions described therein. If I choose to act outside the scope of the position description, I will not be acting within my capacity as a City employee and may be held personally liable.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_