

SUPERVISION RECEIVED

Works under the supervision of the Corrections Administration Sergeant. Work is performed according to extensive federal and state regulations with most guidance directed by regulations governing each funding source. Work is reviewed regularly for accuracy, completeness and adherence with federal and state laws and regulations and Winnebago County rules and regulations. Work is reviewed annually for overall results achieved.

WORKING CONDITIONS & PHYSICAL DEMANDS

This position requires the ability to manage high stress situations well. This position requires frequent walking and driving, use of finger movements; ordinary talking, ability to read/comprehend, write, perform calculations, communicate orally, reason and analyze constantly. A computer and cell phone is used daily.

SUCCESS FACTORS (KSAs)

- Knowledge of criminal justice system policies and procedures.
- Knowledge of opioid treatments and 12-step process.
- Experience working with individuals to create short- and long-term goals.
- Knowledge of community provider options.
- Ability to develop, prepare reports and maintain records and files.
- The ability to speak, read, and write at a level sufficient to fulfill the duties assigned.
- Experience and knowledge of data systems relevant to position.
- Demonstrated capacity for effective time management; calm and organized approach to work and deadlines.
- Ability to work both independently and as part of a team.
- Knowledge of MS Office Suite or other word processing, spreadsheet and data base

EDUCATION, TRAINING & EXPERIENCE

Successful candidates will have lived experience with 5+ years of successful recovery from opioid addiction.

The Navigator will participate in training to become a Certified Peer Recovery Specialist (CPRS).

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Illinois driver's license, automobile insurance, and good driving record. Will transport using County vehicle. Other travel may be required as needed.