

# City of Poulsbo

## Position Description

<b>Position Title:</b> Behavioral Health Navigator	<b>Reports To:</b> Patrol Sergeant
<b>Department:</b> Police Department	<b>Date:</b> January 2023
<b>Salary Schedule:</b> Teamsters Range 21	<b>FLSA:</b> Non-exempt

### **General Purpose:**

The Behavioral Health Outreach Program is a police-based, criminal justice initiative managed by the Poulsbo Police Department. The primary goal of the Program is to connect individuals struggling with behavioral health issues (including mental illness, mental health issues, and substance use disorders) to social services and treatment.

### **Role and Function:**

The Navigator is a mental health professional who provides non-clinical needs assessments to help connect people to service providers. Under general supervision and at the direction of the Patrol Sergeant, the Behavioral Health Navigator responds with officers to calls involving behavioral health issues when they occur and/or provides outreach to the individuals who are at risk of entering or who have entered the criminal justice system.

### **Job Duties:**

1. Engage with individuals identified by law enforcement as needing intervention and connect them to resources and services; facilitate services for high-need individuals across all involved systems of care.
2. Cultivate positive, effective, and collaborative working relationships between law enforcement and Fire/EMS to assist individuals with behavioral health issues.
3. Cultivate positive, effective, and collaborative working relationships between service providers (DCR's, mental health and chemical dependency counselors, housing providers, etc.), police, and other first responders.
4. Assist officers, other first responders, and community members with information pertaining to services and resources.
5. Provide officers with training pertaining to behavioral health disorders.

6. Work with family members of people with BHI, caregivers, service providers, fire/EMS, prosecutors, defense attorneys, and court personnel to share resource information.
7. Maintain records in the prescribed manner and monitor for compliance with established standards.
8. Collect general information about program activity and impact for reporting purposes.
9. Participate in system planning, including representation on various groups and committees as designated by the Chief of Police.
10. Provide client-level and system-wide troubleshooting and advocacy.

Police Navigators **do not** provide assessments, case management, or clinical services.

### **Additional Duties**

- Field work is an essential part of this position. The Navigator will be expected to do in person outreach, in accordance with Department safety protocols, on a regular basis.
- Staffing for this position requires flexibility to cover a variety of days/hours/evenings and weekends to best fit the department needs.
- Community outreach is an essential part of this position. The Navigator will be expected to meet with community members and community groups on a regular basis.
- May be responsible for the writing and application of grant opportunities where appropriate.
- Complete on-going training deemed necessary.
- 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
- De-escalation techniques

#### **Ability to:**

- Establish and maintain rapport with adults and children experiencing symptoms of mental illness and substance use disorders 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:**

- An undergraduate or graduate degree in a related field is preferred
- Two (2) years' experience in working with acutely and severely mentally ill individuals or any equivalent combination of experience and education 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