



## Job Description

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<b>TITLE:</b> Transitional Navigator Officer (RISE Grant)	<b>JOB CODE:</b> 6524
<b>DEPARTMENT:</b> Behavioral Health Services Dept	<b>FLSA:</b> Non-Exempt
<b>PREPARED:</b> August 2020	<b>FLSA CLASS:</b> Corrections
<b>UPDATED:</b> April 11, 2022	<b>WORK LOCATION:</b> Farmington, NM
<b>REMOTE WORK ELIGIBLE:</b> NO	

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**Summary:** Under general supervision of the Deputy Adult Detention Administrator, guards and provides for needs of detainees in the Adult Detention Center facility; lock down detainees in cells after searching for weapons, valuables, drugs or other contraband; serves meals, provides first responder aid if needed; observes conduct and behavior of detainees to prevent disturbances and escapes. Performs all other duties in a manner consistent with all policies and procedures within a correctional environment. Works closely with Adult Detention Center Administration, Medical Enrollment Assistant, contract Medical Staff and MCO's to coordinate visits with detainees and their needs upon release. Incorporates and carries out already developed evidence-based programming in a continuum of care for individuals in recovery.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Coordinate with Detention Center supervisors to schedule MCO visits.
- Prepare and maintain monthly tracking and reporting.
- Coordinate with Medical Enrollment Assistant for enrollment or reactivation in Medicaid.
- Communicate regularly with Case Manager and Peer Mentor(s) to notify of challenges or changes in designated detainees' transitions or other.
- Observe conduct and behavior of detainees to prevent disturbances and escapes and to maintain health and cleanliness.
- Inspect cells, pods, closets, hallways, access chases, recreational, medical and kitchen areas, locks, window bars, grills, doors, and gates for tampering.
- Search detainees and cells for contraband articles.
- Transport detainees to judicial proceedings, medical or other authorized appointments.
- Guard and direct detainees during work assignments and ensures appropriate inmate counts.
- Patrol assigned areas for evidence of forbidden activities, infractions of rules, and unsatisfactory attitudes or adjustments of detainees; report observations to shift sergeant.
- Escort detainees to and from visiting room, legal visits, medical office, and religious services or other authorized locations.
- Guard entrance of detention center to screen visitors.
- Prepare written reports concerning incidences of detainee disturbances or injuries.
- Ensure that proper departmental procedures regarding correspondence between the public and detainees are maintained.
- Serve detainee meals in accordance with established procedures; ensure that proper counting is maintained of all utensils, cups, trays and detainee counts are correct.
- Search detainee property for contraband including but not limited to: alcoholic beverages, controlled substances, weapons, and nuisance contraband as prescribed by facility policy or by law.
- Distribute mail for detainees which includes checking for contraband.

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- Request physical examinations and forward specific requests for medical assistance to the nurse; escort detainees to the nurse's office and provides security for the nurse.
- Verify and may write receipts on commissary purchases; ensure that the Commissary vendor distributes purchases to the proper detainees.
- Supervise the visitation of attorneys, family members, bondsmen or others.
- Perform other related duties as may be assigned.

#### **Required Knowledge, Skills and Abilities:**

- Knowledge of applicable laws and regulations, and State standards for detention facilities.
- Knowledge of the New Mexico criminal justice and court systems, procedures and protocols.
- Knowledge of County and Department policies and procedures.
- Skill in communicating with detainees and mediating difficult situations.
- Skill in following orders and exercising good judgment in potentially dangerous situations.
- Skill in maintaining confidentiality and using discretion in dealing with sensitive information.
- Skill in responding with tact and composure when dealing with individuals in a stressful situation.
- Skill in assessing and identifying drug influence, behavior and usage.
- Skill in Cardiopulmonary Resuscitation (CPR) and first aid.
- Skill in communicating effectively, both orally and in writing.
- Skill in establishing and maintaining effective working relationships with County staff and the public.
- Skill in the use of a personal computer and standard business software.
- Ability to understand and to exchange information with supervisors and co-workers when receiving assignments, instructions, shift change information, and while performing assigned duties and tasks.
- Ability to understand and to exchange information with the general public, including detention facility visitors and contract staff.
- Ability to interact with detainees and to understand and comprehend detainee responses to questions.
- Ability to provide verbal direction to detainees to affect conformance to rules, regulations and other directives.

#### **Education and Experience:**

- Minimum age requirements of 18 years.
- High School diploma or GED equivalent.
- Must have no felony convictions or convictions for crimes involving moral turpitude.
- Must complete the mandatory Officer Certification process within 6 months of employment.
- Valid State of New Mexico Driver's license or be able to obtain within six (6) months of employment.
- Experience with Excel spreadsheets and Microsoft Word documents, preferred

#### **Environmental Factors and Conditions/Physical Requirements:**

- Working conditions are typical adult detention facility settings; involves the potential for high stress levels and exposure to hostile situations; some non-standard work hours are required.
- Employees may be subject to physical altercations with detainees which may require restraining and/or physically relocating inmates. At time, staff can be called upon to assist with moving unconscious adults in emergency situations for medical treatment. May be required to climb stairs to facilitate appropriate inmate supervision; supervising detainee may require prolonged walking,

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standing or sitting. May be required to lift 50 pounds or more to accommodate the operational requirements of the facility.

- Full-time work hours for this position consist of rotating shift work, nights and weekend shifts and overtime. Rotating shifts is a requirement for the operations of this facility.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

**Equipment and Tools Utilized:**

- Equipment utilized includes but is not limited to: computerized and conventional office equipment, two-way radios and security equipment including cameras, recorders, monitors, visitation, transport navigation devices, key control equipment, clocking in biometrically, detainee control devices and/or other emergency medical equipment necessary to accomplish Cardio Pulmonary Resuscitation (CPR and mobile defibrillator) associated with initial first aid response, or other devices necessary to accommodate the operational needs of a correctional

**Approvals:**

<b>Employee:</b>	_____	<b>Date:</b>	_____
<b>Supervisor</b>	_____	<b>Date:</b>	_____
<b>Department Head:</b>	_____	<b>Date:</b>	_____