



## ***“A First Step to a Second Chance ”***

<b>Job Title:</b>	Reentry Community Navigator	<b>Job Category:</b>	Exempt
<b>Department/Report to:</b>	Director of Programs	<b>Travel Required:</b>	minimal
<b>Location:</b>	Polk County Jail	<b>Work Hours:</b>	10:00am – 6:00pm
<b>Level/Salary Range:</b>	\$60,000.00-\$65,000.00	<b>Position Type:</b>	Full-Time

### **Job Summary**

Do you have a passion for helping people, have experience and education in the human services or criminal justice industry? St. Vincent de Paul (SVdP) has an opening for a **Reentry Community Navigator** at the Polk County Jail.

#### **What does a Reentry Community Navigator do?**

- Upon release, complete resource assessment for individuals releasing to the Des Moines Metro area and identify appropriate St. Vincent de Paul programs and community-based services.
- Understand pre-release processes and regularly assess referral processes to ensure jail policies are followed.
- Provide case management services including benefits navigation and resource referrals.
- Maintain updated files and case notes and ensure seamless connections to SVdP reentry team.
- Meet with families when possible, to provide support and discuss programs and services.
- Verify data entry is accurate, current and complies with funder policies and regulations, monitor data for program impact and goal achievement.
- Expand connections to organizations and programs that support individuals impacted by incarceration.
- Represent St. Vincent de Paul in the community to promote services.
- Ensure all performance standards, policies, and procedures are followed.

#### **What skills and experience do you need to have?**

- Bachelor's degree in related fields or equivalent work experience
- Experience working with the criminal justice system and/or helping individuals with reentry into the community
- Experience working with service and support programs and/or managing people
- Knowledge about community resources, services, and benefit programs
- Strong communication and interpersonal skills
- Proficient computer skills with Microsoft products
- Aptitude for making and using proper judgment with confidential and sensitive issues
- Monitor activity reports and other data as requested for evaluation of program impact and goal achievement
- Ability to work independently and as part of a team.
- Perform other duties as assigned.

The ideal candidate will be a positive role model and team player who will support individuals seeking services, treat all with dignity and respect, and enhance the client experience through understanding and empathy. They will demonstrate excellent leadership capabilities and support fellow team members. Because the location of the role is on Polk County Jail grounds, the individual must pass background

checks and be approved to locate on-site.

If this sounds like the job for you, please apply through Indeed. If you have any questions, please contact Joy Esposito, Director of Programs, at [joy.esposito@svdpdsm.org](mailto:joy.esposito@svdpdsm.org)

SVdP offers medical and dental

insurance, paid time off, a 401k match, and paid holidays. Candidates must be able to pass a background check.

### **Work Environment**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job operates in a fast-paced environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and Microsoft products.

### **Physical Demands**

- Ability to assist clients transferring from standing to lying and from lying to sitting and standing positions.
- Ability to use abdominal and lower back muscles over time without fatigue.
- 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is required to sit, bend or crouch. The employee must be able to lift and/or move up to 50 pounds and may occasionally move 100 pounds (with assistance).

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job operates in a fast-paced environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and Microsoft products.

**PHYSICAL DEMANDS**

- Ability to assist clients transferring from standing to lying and from lying to sitting and standing positions.
- Ability to use abdominal and lower back muscles over time without fatigue.
- 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is required to sit, bend or crouch. The employee must be able to lift and/or move up to 50 pounds and may occasionally move 100 pounds (with assistance).