



JOB ANNOUNCEMENT: Care Navigation Manager

Title: Care Navigation Manager
Program: Atlanta/Fulton County Pre-Arrest Diversion Initiative
Classification: Full Time
Supervisor: Executive Director, Atlanta/Fulton County PAD

DESCRIPTION:

The Atlanta/Fulton County Pre-Arrest Diversion (PAD) *Care Navigation Manager (CNM)* is responsible for supervising the care navigation process. This includes, refining protocol for service delivery, guiding and supporting case management functions, and responding to grievances and concerns. The CNM is also responsible for developing partnerships with service providers to provide linkage to care along the continuum of services needed.

The primary goal of the PAD Initiative is to redirect people who would be better served by social services out of the criminal justice system. Police officers who have probable cause to make an arrest but believe that the offense is primarily due to mental illness, drug and alcohol use/misuse, or extreme poverty can offer diversion to PAD instead of arrest. The hallmark of the program is a housing first and harm reduction approach to person-centered case management. Under the supervision of the CNM, Care Navigators provide intensive care coordination that prioritizes immediate access to safe shelter, housing placement, and linkage to and maintenance of client centered services.

RESPONSIBILITIES:

- Provides clinical supervision of PAD Care Navigation services to ensure high quality person-centered case management, proactive engagement, and documentation;
- Reviews and approves staff schedules to ensure compliance with company policies; ensures continual skill development, performance reviews, and training of team members.
- Recruit and develop partnerships to establish contracted support and/or referrals to behavioral health, housing, employment, and other social service providers for PAD participants, including managing MOUs, conducting site visits, and advocating on behalf of participants;
- Support development and dissemination of PAD Care Navigation protocol, policy and approach, including coordinating training and support for PAD staff and partners and participating in internal and external meetings and events;
- Work closely with PAD Program Manager to remove legal barriers to participants' success, including developing and sharing mitigating evidence and service plans with court, prosecutor and public defender agencies; managing care navigation support for participants who are re-arrested or incarcerated; and ensuring participant harm reduction plans include strategies to reduce recidivism;
- Serve on the PAD Leadership Team to develop and implement PAD's vision to reduce arrest and incarceration in Atlanta and Fulton County through immediate intervention, direct care, and policy advocacy;



- Work to increase and ensure cultural responsiveness (including racial, cultural, gender identity and sexual orientation) amongst PAD staff and stakeholders;
- Maintain confidentiality and respect for PAD participants or potential participants related to all personal information, including but not limited to physical and mental health status, gender identity, drug usage, conviction or arrest history, and immigrant status;
- Commit to ongoing personal, professional, and team leadership development.

QUALIFICATIONS:

- Master's degree in Social Work, Psychology, Counseling, or related field required; Licensure preferred;
- Minimum 2years' experience supervising individuals in a social service setting;
- Minimum of 3 years' experience working with people who are over-policed and under-served, including those who are formerly incarcerated and Trans and LGBTQ communities;
- Demonstrated leadership and advocacy experience working in support of people who are experiencing homelessness, substance addiction, mental health issues, trauma, and/or extreme poverty, preferably in the Metro Atlanta area;
- Understanding of and commitment to the harm reduction philosophy and a non-judgmental approach to people's wellness;
- Excellent communication and interpersonal skills, including "patience, creativity, flexibility, compassion, and passion for working with persons with complex needs";
- Proficient computer skills utilizing database and office suite software;
- Experience in program development, management and administration;
- Valid Georgia Driver's License required

Starting Annual Salary of \$49,250 plus comprehensive benefits.

The Atlanta/Fulton County Pre-Arrest Diversion Initiative is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, military status, age, qualified handicap or disabled status. We are committed to providing a workplace free of any discrimination or harassment.

TO APPLY, submit the following application documents:

1. A cover letter describing your relevant experience and why you are interested in PAD
2. A resume
3. Contact information for two references

Email application documents in PDF format to info@prearrestdiversion.org with "PAD Care Navigation Manager" and your name in the subject field by September 15th, 2019.