### Job Posting

<table>
<thead>
<tr>
<th>TITLE</th>
<th>14140 Inpatient Discharge Planner</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATEGORIES</td>
<td>FTE</td>
</tr>
<tr>
<td>CLASSIFICATION</td>
<td>Mental Health Specialist</td>
</tr>
<tr>
<td>CLOSING DATE</td>
<td>Until Filled</td>
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<tr>
<td>PERCENT OF TIME</td>
<td>100% FTE</td>
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<tr>
<td>PERSONNEL CODE</td>
<td>14140</td>
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<tr>
<td>PROGRAM</td>
<td>Emergency Services Unit</td>
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<tr>
<td>UNION STATUS</td>
<td>Professional Bargaining Unit</td>
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<tr>
<td>SALARY</td>
<td>$16.28 - $18.73 per hour</td>
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**SUMMARY:**
The Emergency Services Unit (ESU) Inpatient Discharge Planner is responsible for monitoring all involuntary hospital and institute placements to ensure a timely discharge to the least-restrictive setting. The person in this position will work closely with Crisis Workers, hospital staff, diversion programs, community treaters, Dane County Corporation Counsel and Dane County Department of Human Services to complete this goal. This position is Monday through Friday, 8:30am - 4:30pm. The Inpatient Discharge Planner is responsible to the Clinical Team Leader and the Clinical Team Manager.

**QUALIFICATIONS:**

*Essential*
- Bachelors Degree in social work or related human services field.
- Demonstrated clinical and case management skills
- Meets necessary licensing requirements to satisfy Wisconsin Administrative Code.
- Demonstrated ability to work alone and make independent decisions.
- Working knowledge of Chapter 51 Mental Health Law
- Ability to work collaboratively as part of a multidisciplinary team.
- Knowledge of both the mental health and AODA resources in the Dane County.
- Demonstrated commitment to recovery focused principles and the provision of trauma informed services.
- Commitment to working with individuals across the socioeconomic strata.
- Commitment to working with individuals in a culturally competent, recovery-focused framework.
- Excellent oral and written communication skills.
Preferred
• Clinical experience in crisis intervention or emergency mental health services.
• Experience working collaboratively within systems of care.
• Knowledge of hospital diversion services that are available in Dane County.
• Knowledge of Chapter 54 Guardianship and Chapter 55 Protective Placement.

RESPONSIBILITIES:
A. CLINICAL
1. Receive referrals of adult consumers who are involuntarily hospitalized through the Emergency Services Unit. This includes consumers with primary mental health issues who are placed under a Chapter 54 hold awaiting placement under Chapter 55.
2. Act as the lead organizer for inpatient discharge while working collaboratively with hospitals and institutes, crisis staff, other JMHC programs, agencies within the community, consumer’s identified supports, and county staff for appropriate planning of discharge and on-going client care.
3. Consult with and provide recommendations to hospitals and Corporation Counsel regarding Chapter 51 involuntary hospitalizations.
4. Attend staffing meetings at institutes and hospitals as needed to plan for ongoing treatment and discharge planning.
5. Coordinate screenings with Crisis Stabilization for step-down to Care Centers, Recovery House and Crisis Homes.
6. Complete hospital discharge in the database and contact treaters when the individual is discharged with a Chapter 51 Commitment order or Settlement Agreement.

B. ADMINISTRATIVE
1. Using the JMHC clinical database, record all client contacts, complete crisis and response plans and other documentation related to clinical care.
2. Attend staff meetings.
3. Attend all mandatory JMHC in-service training events
4. Participate in JMHC work committees as requested
5. Interpret relevant Wisconsin administrative codes and statutes and use in daily work.

The above statements are not to be interpreted as an exhaustive list, but are intended to describe the general nature and level of work being performed by this employee.

APPLICATIONS ARE AVAILABLE:
• at www.journeymhc.org/careers
• or pickup at Journey Mental Health Center, 625 W Washington Ave., Madison, between 8 a.m. and 8 p.m. Monday-Thursday and 8 a.m. to 5 p.m. Friday

Resumes are NOT accepted in place of completed application forms, but can be attached. Employment is contingent upon a receipt of favorable results of background history and driver’s record check.

Journey Mental Health Center is an Equal Opportunity/Affirmative Action Employer. It is the agency’s belief that staff diversity and cultural competence are the foundation for services, which are accessible, effective, and relevant to the diverse needs of
Dane County children, youth, families, and adults. Women, disabled, and culturally diverse applicants are strongly encouraged to apply.