Job Posting

<table>
<thead>
<tr>
<th>TITLE</th>
<th>16115 Inpatient Discharge Planner</th>
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</thead>
<tbody>
<tr>
<td>CATEGORIES</td>
<td>Full-Time</td>
</tr>
<tr>
<td>CLASSIFICATION</td>
<td>Clinical Specialist I</td>
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<tr>
<td>CLOSING DATE</td>
<td>8/4/16</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>16115</td>
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<tr>
<td>PROGRAM</td>
<td>Emergency Services Unit</td>
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<tr>
<td>SALARY</td>
<td>Bachelor Level $15.47 – $19.52, Master Level $17.75 – $22.71</td>
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Journey Mental Health Center is an Equal Opportunity/Affirmative Action Employer. It is the agency’s belief that staff diversity and cultural humility are the foundation for services, which are accessible, effective, and relevant to the diverse needs of children, youth, families and adults. Individuals from all walks of life are strongly encouraged to apply.

ABOUT THE POSITION

We have an opening for an Inpatient Discharge Planner in our Emergency Services Unit Program! The 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, the 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.

BENEFITS THAT COME WITH WORKING AT JOURNEY!

Journey is on the cutting edge of providing services to those in our community who suffer from substance use, mental health and related medical illnesses. We are a training ground for local colleges and others in the behavioral healthcare field. Our staff includes clinical interns as well as seasoned employees who have decades of longevity!

TRAINING

Journey has a long-standing reputation as a training home and provides opportunities to earn post-degree supervised hours to qualify for licensure. Journey is an ACEP (Approved Continuing Education Provider) organization with national status. Journey provides ongoing trainings that satisfy continuing education requirements for licensure renewal and a Substance Use Disorder series designed to earn certification as a Substance Use Counselor. Trainings are generally provided at the main campus and are at no cost to staff to fulfill Journey’s mission of being a center of excellence.

COMPENSATION FOR CREDENTIALS

As staff increase their knowledge, the value to consumers, the community and other Journey staff is heightened. As a result, Journey provides additional compensation to staff as they obtain
degrees, licenses and certifications.

**GROWTH OPPORTUNITIES**
Journey provides a wide variety of services, ranging from general counseling, hospital and jail diversion programs to providing resources to specific cultures in our community. With our continuous growth, opportunities for movement throughout our agency are numerous.

**BENEFIT PACKAGE**
To insure a healthy life/work balance we offer 5 weeks paid time off your first year in addition to 9 paid holidays! If you qualify, also included are health, dental, life, disability, long-term care insurances. Our retirement options include both a 403b and a fully vested pension plan after just one year!

If you are interested in making a difference in your community, we would appreciate the opportunity to review your resume! Please submit your resume to hr.employment@journeymhc.org.

**FOLLOWING IS ADDITIONAL INFORMATION:**
**SUMMARY:** (Above)
The Inpatient Discharge Planner is responsible to the Clinical Team Leader and the Clinical Team Manager. This position is included in the Professional Bargaining Unit.

**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 collaborative 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.

Send your resume to hr.employment@journeymhc.org or 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

Employment is contingent upon a receipt of favorable results of background history and driver’s record check.

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