

Job Title: **Behavioral Health Clinical Intern – Criminal Justice**

Income: **Part time - \$15.00 an hour**

Work Location: **Coggs Building (1230 W Cherry Street, Milwaukee)**

DHHS Service Area: **BHS – Community Access to Recovery Services (CARS)**

Reports to: **Criminal Justice System Liaison – Team Lead**

Work Hours: **First Shift, Hybrid (includes remote and in-person work.) Scheduled hours require travel to community, jail and hospital settings.**

Schedule Requirements: **Minimum of 16 hours per week**

Commitment Requirement: **2 – 3 semester minimum**

NOTE: This internship offers approximately (30–50%) direct client interaction (phone and in-person), as the internship progresses.

Job Summary:

The intern will have the opportunity to work under the direct supervision of the CARS Criminal Justice System Liaison – Team Lead. The Liaison works in close collaboration with Milwaukee County District Attorneys and Wisconsin State Public Defenders to identify justice-involved individuals that have a severe and persistent mental illness (SPMI). The primary goal is to facilitate community-based treatment as opposed to incarceration. The intern will complete comprehensive clinical assessments of needs to determine the appropriate level of outpatient care. The assessment process involves reviewing historical records and in-person interviews with clients. These steps include educating and coordinating with system partners to provide person centered recovery services.

Interested in learning more about BHS - Community Access to Recovery Services (CARS)?

Visit our webpage at: [Adult Services \(CARS\) | BHS | Milwaukee County](#)

Essential Duties and Responsibilities:

- Attend Mental Health Treatment court
- Complete phone calls to facilitate outpatient resources for clients
- Complete clinical documentation in the medical record
- Complete clinical discharges
- Attend community partnership meetings
- Maintain and track assigned referrals
- Check and respond promptly to emails and voicemails
- Coordinate an individual schedule to meet the needs of consumers and the team
- Initiate conversation regarding any academic program requirements
- Perform related duties as assigned by supervisor
- Shadow team members for orientation and training

In addition to working with the Criminal Justice System Liaison – Team Lead, the intern will have the opportunity to learn about and participate in all the operational aspects of community services offered at CARS. This would involve participating in operations meetings for programs including Targeted Case Management, Community Support Programs, Group Homes, AODA Residential, Recovery Support Coordination, and Comprehensive Community Services. The intern will have the opportunity to work with leaders across these programs to gain knowledge of how they operate. The intern will also maintain compliance with all company policies and procedures.

Work Experience Requirements:

- **Currently in a bachelor's degree program, although a master's degree program is preferred. If currently in a bachelor's degree program, the applicant must have at least 2 years of experience with the SPMI population.**
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers.
- Excellent computer knowledge (MS Office – Word, Excel, and Outlook).
- Must be able to work under pressure and meet deadlines while maintaining a positive attitude and providing exemplary customer service.
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.