

Job Title: **Forensic Discharge Planner Intern**

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: **Administrative Coordinator – Team Lead**

Work Hours: **First Shift, Hybrid**

Schedule Requirements: **Minimum of 16 – 20 hours per week**

Commitment Requirement: **2 semester minimum**

### **Job Summary:**

The intern will have the opportunity to work under the direct supervision of an Administrative Coordinator – Team Lead with the CARS Intake Team. The Intake Team works with consumers that have been diagnosed with a severe and persistent mental illness (SPMI) and have been referred for community services such as case management, group home, and substance use services. Some of these consumers are involved in the criminal justice system (CJS) and require carefully coordinated planning to successfully transition to community-based services. To accomplish this goal, the intake team completes comprehensive clinical assessments of needs to determine the appropriate level of care. The assessment process involves reviewing historical records and in-person interviews with consumers. These steps will assist in determining the consumer's level of need and functional eligibility for CARS 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:

- Shadow team members for orientation and training
- Complete timely clinical assessments in the medical record
- Complete timely clinical notes in the medical record
- Complete face-to-face assessments in various places in the community
- Complete assessments using telehealth
- Clinically present consumer needs during staff meetings
- Participate in all required staff meetings and trainings
- Complete risk assessments
- Utilize community resources to assist clients with accessing appropriate services
- 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
- Collaborate with multiple partners in the criminal justice system including attorneys and staff from the state forensic hospitals

In addition to working with the Intake Team, 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 would 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.