



Professional Training Programs

Position Description for Trainees

Job title: **Forensic Discharge Planner (Intern)**

Income: **Part time – \$15.00 an hour (Up to 1,000 hours)**

Work Location: **Behavioral Health Services (TBD)**

Division/Department: **Community Access to Recovery Services Division (CARS)**

Reports to: **Administrative Coordinator – Team Lead**

Job Summary:

The Behavioral Health Emergency Services Clinician (BHESC) Intern position is a member of the combined Crisis Mobile Team (CMT) and Children’s Mobile Crisis (CMC) teams. CMT and CMC provide mental health crisis intervention to callers of all ages on the Milwaukee County Crisis Line while strongly focusing on responding in person throughout Milwaukee County to assess, stabilize and link individuals who are experiencing a mental health crisis.

The mobile team is an interdisciplinary group made up of social workers, nurses and licensed counselors who respond to all community mobiles in pairs of two, in addition to an accompanying intern. The combined CMC and CMT team intervenes with individuals of all ages, ethnicities, races, and cultural backgrounds in a variety of setting throughout the county including homes, schools, businesses, hospitals, and police stations. In addition, the team approaches services being mindful of racial equity and the wider Milwaukee County goal of health outcomes no longer being predicted by race.

An intern with CMT and CMC will have opportunities to complete mental health assessments, engage in in face-to-face crisis counseling/crisis stabilization while also linking community members in need to additional services including inpatient hospitalization and outpatient services such as Peer Support and Substance Use Disorder recovery programs. Interns will collaborate with several county wide and community-based agencies including hospitals, police departments, and human service agencies in order to provide a high level of service that addresses the totality of an individual’s needs.

Interns with the combined CMT and CMC group should be ready for an active and diverse internship experience and will be a part of many face-to-face crisis interventions throughout the county. As the team operates seven days a week from seven thirty in the morning until midnight, a variety of scheduling needs can be accommodated.

Essential Duties and Responsibilities:

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.

- 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:

- 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)
- 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.
- 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.

Interested in learning more about Community Access to Recovery Services (CARS) program?
[Adult Services \(CARS\) \(milwaukee.gov\)](http://milwaukee.gov)

Funder Accountability:

The Criminal Justice Liaison internship is a grant-funded position and will be housed at the Milwaukee County Behavioral Health Division.

The [Safety & Justice Challenge](#) (SJC) represents a significant investment by the [John D. and Catherine T. MacArthur Foundation](#) to reduce over-incarceration by changing the way local jurisdictions think about and use jails.

The MacArthur Foundation provides funding and technical assistance for a network of counties, cities, and states across the United States to advance criminal justice system improvements, reduce racial and ethnic disparities, and strengthen community engagement. Milwaukee County was among 11 communities selected to join the SJC Network in 2016. The collaborative has since grown, with over 50 jurisdictions modeling innovations to create fairer, more effective local justice systems.

Milwaukee County Behavioral Health Services (BHS) is working in partnership with Milwaukee Comprehensive Care Collaborative (MC3), a grassroots organization that strives to improve the quality and delivery of behavioral health services and we are committed to the MC3 values and providing an exceptional internship experience. BHS promotes educational and cultural development of Milwaukee County through innovative collaborations, external partnerships, and a strong commitment to diversity and inclusion.

We seek greater diversity in our staff to broaden an intern's work experience and to enrich our community. The intern will have the opportunity to work with consumers that have complex needs (i.e., mental health, substance use and social economic status). Candidates must be sensitive to the needs of and possess an interest in working in a community that is diverse, with regard to gender, race, ethnicity, religion, nationality, sexual orientation or identity, disability status, and protected veteran status.