



Professional Training Programs

Position Description for Trainees

Job title: **Criminal Justice System Liaison (Intern)**

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

Work Location: **1220 W Vliet Street, Milwaukee, WI 53205**

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

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

Essential Duties and Responsibilities:

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.

- 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:

- 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.
- Availability to work a minimum of 16 hours per week.

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

Click the link below:

[Adult Services \(CARS\) \(milwaukee.gov\)](http://milwaukee.gov/AdultServices)

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.