

## **Position Description:**

**Mental Health Resource Center**, a comprehensive mental health center and Joint Commission accredited organization is looking for an **Inpatient Discharge Planner** at our Southside psychiatric facility.

The primary objective of the Inpatient Discharge Planner is to assess needs and interests of Adult Crisis Stabilization Unit (CSU) patients to develop resources, make arrangements, and implement plans that will assist the patient succeed in the post-discharge environment. The normal length of stay on the unit for patients is typically 3-5 days. The Inpatient Program serves the child, adolescent, and adult population. This is an ideal opportunity for an employee who enjoys working in a team atmosphere and is dedicated to providing quality behavioral health care.

The essential functions include but are not limited to:

- Completes initial and ongoing assessments of the patient and his/her post discharge environment.
- Contacts individual's designated representative by telephone as authorized. Obtains information regarding individual, family and caregiver functioning.
- Participates in treatment planning with patients, families or caregivers for further interventions aimed at identifying/resolving problems.
- Initiates and follows up on requests for the individual's record for any previous psychiatric or medical treatment.
- Coordinates financial information with financial clerk.
- Serves as a member of the Multi-Disciplinary Treatment Team in order to develop the Treatment Plan/Discharge Plan and assist the patient in achieving desired goals.
- Assists in presenting information at Treatment Team meetings and reports progress toward discharge planning activities and goals.
- Provides information to the treatment team regarding psychosocial factors which may influence appropriate use of the program, length of stay, discharge and post-discharge planning.
- Meets with patients to assess current functioning and progress toward discharge; provides feedback on this information to the Treatment Team.
- Develops resources that are individualized and appropriate to support successful functioning in community/targeted environment.
- Links patients with necessary and appropriate social services, coordinates referrals and ensures that documentation needed is complete and available.
- Arranges appointments for discharge and transportation if needed.
- Coordinates with the Case Manager (as applicable) in care/referral decisions.
- Maintains administrative records.
- Maintains and ensures completion of discharge plan.
- Documents progress or lack of progress toward fulfillment of the treatment plan's goals
- Assesses and monitors for risk, symptoms of trauma, and indications of abuse, neglect and/or abandonment. Uses appropriate reporting mechanisms.
- Prepares for and attends court hearings for Petitions for Involuntary Placements.

**Position Requirements:**

Bachelor's degree in Human Services or related field required.

Proficiency in Microsoft Office Programs, email, and use of the Internet.

**Position Details:**

This position is a Full Time Days position: Monday through Friday, 8:00am to 4:30pm.

***This full time position offers a comprehensive benefits package***