

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Discharge Planner	<u>CLASS NUMBER:</u> 70304.2	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Office of Homeland Security & Justice Program - Justice Policy and Programs	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N15	<u>POSITION CONTROL #:</u> 132016
<u>POSITION LOCATION:</u> 2460 Jackson Pike, Columbus, OH 43223	<u>TYPICAL WORK SCHEDULE:</u> Various Shifts	<u>SUPERVISOR (PCN):</u> Medication Assisted Treatment Coordinator (132105)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The Discharge Planner will be responsible for working directly with inmates screened and deemed as eligible for MAT services. Ensure coordination of care services pre-release and continuity of care post release.

JOB DUTIES:

Utilize motivational interviewing strategies (e.g.: stage of change, crisis prevention and intervention techniques, and relapse prevention) to encourage participation of justice involved individuals in pre- and post-release mental health and/or substance abuse treatment and other pro-social programs, including medication assisted treatment. Provide a range of creative, innovative and evidence-based motivational interventions within group settings, to support and engage individuals, with a strong focus on achieving sustainable recovery and community re-integration. Provide evidence based assessment, case management, intervention, and educational services to justice involved clients.

Work collaboratively with external and internal program partners and participants in developing re-entry plans to support positive transition from jail into the community. Assists program partners with marketing, recruitment, orientation, enrollment and retention of program participants. Provide supportive services intended to support participants' individual level outcomes, reduce recidivism and reduce the number of substance abuse related overdoses.

Conduct face-to-face follow-ups with clients post-release. Provide linkage to appropriate community treatment providers based on participant's risk factors and need. Provide referrals and monitor linkage to appropriate community social services based on participant's priority of need – such as, but not limited to housing, healthcare, child care, food, transportation, and maintenance of finances. Robust data collection and case management documentation. Work as part of a team to physically staff and provide on-site assistance to justice involved individuals requesting assistance through the Corrections Center Discharge Office. Facilitate pre-release cognitive behavioral treatment (CBT) and other recovery based and motivational focused group programs. Prepares required paperwork and program reports.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of safety practices; public relations; human relations; agency policy and procedures; government structure and process; counseling; interviewing skills. Skill in word processing; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals, and percentages; maintain accurate records; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; establish friendly atmosphere as supervisor or work unit; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Bachelor's degree in human services, social work, or related field with three (3) years of experience in social services, case management, treatment and/or substance abuse services, or related experience; or any equivalent combination of training and experience.

Additional Requirements

No additional license or certification is required.

Supervisory Responsibilities

None Required.

UNUSUAL WORKING CONDITIONS:

This position is subject to continuation of federal grant funding availability. Direct contact with inmates/detainees in a secure correctional setting.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date