

## COMMUNITY RESEARCH FOUNDATION

### JOB ANNOUNCEMENT

#### PLEASE POST IMMEDIATELY

Community Research Foundation has the following opportunity available to all qualified candidates.

Title:	Discharge Coordinator	Facility:	New Vistas Crisis Center
Category:	Full-Time	Location:	734 10 <sup>th</sup> Ave.
Status:	Exempt		San Diego, CA 92101
		Reports to:	Program Director

#### **Program Summary**

New Vistas Crisis Center is a Short-term Acute Residential Treatment (START) Program with a strong motivational interviewing and psychosocial rehabilitation approach to working with our clients. We also use cognitive-behavioral / dialectical behavior (DBT) treatment strategies within our program, which is a unique alternative to psychiatric hospitalization

#### **Position Summary**

Responsible for discharge planning/coordinating activities for persons served. Provides training to staff, supervises social work interns, service to clients, and quality representation of the facility and CRF to the community. There is an expectation that this position requires a large quantity of very high quality work. Assesses discharge needs of each person served and counsels persons served regarding available resources in the community. Investigates resources in the community available to discharging persons served and maintains an up-to-date list of community resources. Promotes the facility to other agencies and individuals and trains staff members to access resources in the community. Meets with a representative of each treatment team at least weekly to communicate discharge plans in progress for persons served assigned to that treatment team. Intervenes, when necessary, with agencies in the community to facilitate timely placement or appointments. Contributes information to Treatment Coordination Committee (TCC) meetings with regard to time constraints for finalizing discharge plans. Collaborates with nursing staff to arrange continuing care provider medication maintenance appointments in a timely manner. Participates as a treatment team member as assigned by staff member responsible for the shift. Handles incoming telephone calls in an appropriate manner. Assesses client's appropriateness for admission in face-to-face meeting according to facility guidelines. Prepares all admission documents for person being admitted, including clinically consistent diagnosis and Service Plan. Conducts individual, group and family therapy and attends shift change meetings. Prepares and signs clinically accurate and complete records on persons served, observing consistency with and pertinence to presenting problem, diagnosis, Service Plan and discharge plan. Determines that clients carry out tasks associated with cleanliness and sanitation of premises. Trains, instructs and reviews work of other Residential Counselors when instructed by Program Director. Provides clinical and administrative supervision to volunteer staff. Represents the facility during interactions with other agencies, professionals and the community. Transports persons served in facility van if on approved driver's list. Serves as Team Leader when assigned, and no Coordinator is on duty. Attends meetings, training, seminars etc. related to community resources, as assigned by Program Director. Performs collateral and other duties as assigned by the Program Director.

#### **EXPERIENCE/ EDUCATION**

Master's in Social Work. Licensure, certification or registration, as applicable, must be kept current as a condition of employment. Current First Aid/ CPR certification.

To be considered as a candidate for the above position, please send an updated resume and salary requirements to Lisa Bertelle, MFT by e-mail at [lbertelle@comresearch.org](mailto:lbertelle@comresearch.org) or by fax at 619-239-3045. Please see our website for further information at [www.comresearch.org](http://www.comresearch.org) EOE