

DISCHARGE SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This position has responsibility for interviewing and assisting incarcerated individuals upon release to successfully reenter the community, implementing a reentry plan that includes connecting them with treatments and services in the community after his/her release, including mental health, substance abuse, employment skills, social skills, and housing. Work is performed under the general supervision of the Broome County Sheriff with leeway allowed for the exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES:

Performs comprehensive assessments of inmates' needs and developing a discharge plan that addresses the identified needs, with the desired outcomes of reducing recidivism risk;

Interviews and processes incarcerated individuals requesting services upon their release from incarceration;

Ensures that incarcerated individual upon their release has adequate medical supplies based on the course of care they received while incarcerated;

Ensures that upon their release the incarcerated individual has adequate housing;

Ensures that upon their release the incarcerated individual has drug and alcohol services as needed;

Collaborates with local providers, community agencies, and program participants to provide ongoing support to eliminate fragmentation, duplication of gaps in care and treatments;

Records and maintains detailed notes from interview of individual and formulates a re-entry plan for the incarcerated individual's release;

Investigates and responds to questions or concerns arising from the incarcerated individual's release;

Refers incarcerated individuals to community providers specializing in crisis interventions as needed;

Investigates and evaluates potential employment opportunities for incarcerated individuals upon their release.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of interviewing and assessment procedures and practices relevant to the client population served;

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Thorough knowledge of community resources available; to the client population served;

Thorough knowledge of local, state, and regional resources and programs for the seriously mentally ill, intellectual developmental disability and substance abusing population.

Good knowledge of the symptoms, common behavioral and social characteristics and other manifestations of the disabilities affecting the client population served;

Ability to articulate ideas and information effectively;

Ability to communicate effectively both orally and in writing;

Ability to establish and maintain effective working relationships with others.

Ability to establish and maintain rapport with the client population served.

Ability to prepare and maintain narrative and statistical records and to related reports.

Ability to problem solve, be well organized, and demonstrate to be highly motivated;

Patience;

Tact.

MINIMUM QUALIFICATIONS:

- A) Possession of an Associate's degree in criminal justice, human services, social work, or closely related field and one (1) year of experience in a public or private human services agency, criminal justice, or juvenile justice agency; OR
- B) Graduation from high school or possession of an equivalency diploma and three (3) years of experience in a public or private human services agency, criminal justice, or juvenile justice agency; OR
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

NOTE: Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency.