

Hyacinth AIDS Foundation

Discharge Planner

Under the supervision of the Corrections Manager, performs assigned duties relating to working with offenders in correctional facilities and in the community.

Duties include but are not limited to the following:

- Develop and maintain relationships with staff in county and community correctional facilities
- Conduct outreach and social marketing activities in county and community correctional facilities to increase referrals to programs
- Coordinate and conduct pre-release discharge planning activities in county and community correctional facilities
- Conduct needs assessments with potential clients to determine eligibility and develop service plans that address issues, based on needs assessment, relating to the provision of discharge planning, client advocacy, and case management services, housing, medical care, treatment adherence, mental health, drug abuse, relapse prevention, and secondary prevention
- Collaborate with community agencies to ensure clients receive services based on needs assessment and to ensure appropriate linkages
- Provide follow- up activities to ensure appropriate linkages
- Conduct case management activities based on agency policies and procedures
- Conduct individual and group sessions with clients
- Establish, maintain, and update client case records utilizing agency approved forms
- Coordinate schedules and paperwork with Discharge planning staff
- Experience working with offenders and/or substance abusers
- Maintain and update client information in E-Compass and CAREWare.

Professional Responsibilities:

- Attend and participate in staff meetings and supervisory conferences.
- Maintain working relationships with other community providers.
- Observe established administrative procedures.
- Provide written reports and maintain statistics as required.
- Represent the agency at community events, meetings and conferences.
- Attend and participate in staff training opportunities.
- Adhere to Hyacinth policies and procedures including client confidentiality provisions

Qualifications:

- Commitment to Hyacinth Philosophy
- Demonstrated ability to work with people from diverse background and interests
- Experience working with offenders and/or substance abusers
- Ability to obtain clearance for county and community correctional facilities
- Associates degree and experience working in the HIV/AIDS field. A candidate who has no degree but seems exceptionally suitable will be considered if he/she can demonstrate additional years of relevant experience in exchange for the educational requirement.
- Proficiency in written and verbal communications
- Access to currently registered car and a valid driver's license
- Must be able to gain DOC clearances

Hyacinth AIDS Foundation is an Equal Opportunity/ Affirmative Action Employer and will consider all qualified applicants without regard to sex, race, creed or religion, color, national origin, age, ancestry, disability, veteran's, sexual orientation and marital status.

Send Resume and Cover Letter to: Antonio Porter - aporter@hyacinth.org