



S.T.A.R. – Stand Together and Recover Centers, Inc.
Job Description

Job Details:

Title:	Discharge Care Coordinator	Created Date:	7/24/2014
Reports to:	Clinical Programs Manager	Revision Date:	11/29/2018
Supervises:	N/A	FLSA Classification:	Non-Exempt
Full/Part-time:	Full-time	Hours per Week Expected:	40

Purpose of Position:

Discharge care coordinators are behavioral health technicians that assist members transition back into the community after being released from the hospital. Throughout the 90 day wrap around program, coordinators assist with helping to increase member’s independent living skills, social skills, and total health skills. This is completed by coordinating with the clinical team, such as prescriber, case manager and therapist etc. Discharge care coordinators help members reach these goals by also assisting with community resources and help increase their natural supports.

Essential Functions:

- Complete hospital visits, engage member while inpatient, and complete home visits.
- Participate in the discharge planning staffing with the inpatient team, outpatient team, and member..
- Arrange and/or provide transportation (for the first 30 days and assist members in increasing independent skills by taking public transportation and/or assisting to set up transportation on their own)
- Make phone calls to member for engagement.
- Coordinate with the clinical team.
- Assist member in determining personal interests and finding community based non-clinical activities that fulfill their interests.
- Assist member in advocating for their needs.
- Increase quality of life of members by utilizing DLA-20’s to assess member needs to connect to resources that can help meet those needs
- Ability to utilize company vehicle to attend staffings, home visits and meetings
- Complete documentation within 24 hours
- Maintain effective networking professional relationships with other agencies such as clinics and hospitals
- Attend staff meetings and training classes.

Physical Requirements:

	Regularly	Frequently	Occasionally	Rarely
Sitting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing/Balancing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching – with Arms & Hands	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping/Kneeling/Crouching/Crawling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Talking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Feeling/Touching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vision (Close, Peripheral, Depth, Ability to Adjust Focus)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting up to 10 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 10-25 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 25-50 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting more than 50 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Education:

GED or HS Diploma Required / Preferred

Knowledge, Skills & Abilities:

- Must be able to multi-task
- Good communication and follow-up skills
- Must demonstrate excellent rapport with members and clinical team
- Proficient computer/typing skills

Professional Certifications & Licenses:

Type & State: Peer Support Certification (if you currently do not have it, STAR provides the training for this certification) Required / Preferred

Other requirements:

Bona Fide Occupational Qualifications:

Self-identify as a Peer by the InterNational Association of Peer Supporters (iNAPS)
 "Peers are people with a personal experience of recovery from mental health, substance use, or trauma conditions who receive specialized training and supervision to guide and support others who are experiencing similar mental health, substance use or trauma issues toward increased wellness." Required / Preferred

Criminal Background Verification (all new employees must have background verification Completed, but that does not eliminate possible employment if not passed)..... Required / Preferred

At least 21 years of age Required / Preferred

Valid AZ Driver's License Required / Preferred

CPR/First Aid Certification Required / Preferred

Pre-Hire and Random Drug/Alcohol Screening Required / Preferred

Job Description Acknowledgement

I have read and understand the functions and requirements of this position. I understand that this is not to be considered as an exhaustive statement of duties, responsibilities or requirements and does not limit the assignment of additional duties for this position.

It is the policy of S.T.A.R. – Stand Together And Recover, Inc. to provide equal employment opportunity to all persons regardless of age, color, national origin, citizen status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, marital status, status with regard to public assistance, status as a disabled veteran and/or veteran of the armed forces or any other characteristic protected by federal, state or local law.

Employee Signature

Date

Supervisor Signature

Date