

Job Title	Follow-Up Hospital Liaison
Employer/ Agency	CONTACT Crisis Line
Job Description	<p><u>Position Summary:</u> The Follow-Up Hospital Liaison manages activities related to the AfterCare program as they are implemented with local contracted hospital and psychiatric treatment centers. This out-stationed, hospital-based position includes conducting bedside program eligibility screening, completing HIPAA compliant referral documentation, coordinating and facilitating referrals to Follow-Up Specialist, and conducting some Follow-Up services remotely. The Follow-Up Hospital Liaison will assist in the management of the workflow of Follow-Up services, which may include service coordination with existing crisis line volunteers and other staff. Additionally, the Follow-Up Hospital Liaison will work closely with the Chief Programs Officer, Business Analyst, and hospital staff to ensure proper documentation and data collection. Masters in social work or counseling as well as state licensure required.</p> <p><u>Responsibilities:</u> Work closely with hospital staff to connect eligible patients with Follow-Up services Communicate purpose and scope of services to eligible patients, obtaining proper consent for services and documenting consent appropriately Maintain professional and clear documentation for each case. Conduct follow-up calls as necessary, ensuring a connection to care and/or reduced suicide risk for each client before case closure. Interface with related community agencies. Assist in the development of measurable objectives for the program. Assist with program goals, objectives, and tasks, including data maintenance and the completion of paperwork. Facilitate training to hospital staff as needed to ensure the connection of eligible patients to the program and its services</p>
Qualifications	<p><i>Master's Degree in the mental health counseling, social work or psychology field as well as a state licensure. Preference is given to English/Spanish bilingual applicants</i> Working knowledge of mental health services coordination and management. Working knowledge of Agency policies and procedures & HIPAA. The skill to present ideas, information, and viewpoints clearly, both verbally and in writing. Telephone and personal computer skills including word processing, spreadsheets, and other related software. Ability to use analysis, experience, and judgment to make effective decisions. In accordance with CONTACT team philosophy, demonstrated ability to carry out or assist in project completion in all departments as directed by the President.</p>
Salary/Hours	Full-Time Salary DOE
Address	P.O. Box 800742
City, State, Zip	Dallas, TX 75380
Contact Person	Brandon Willis, LMSW
Contact Title	Director, Crisis Line Services
Telephone Number	972-233-0866 ext. 310
Fax Number	972-233-2427
Email Address	bwillis@contactcrisisline.org
Application Method	Please email or fax resume and cover letter to Brandon Willis, LMSW
Opening Date	Immediately

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