

**Van Buren Community Mental Health**  
**NOTIFICATION OF EMPLOYMENT OPPORTUNITY**  
Effective: May 11, 2021

**Title: Clinical Supports Coordinator**

**Position Number: C551203**

<b>Program:</b> Family Support Services	<b>Office Location:</b> Hartford	<b>Status:</b> Full Time – 37.5 hrs/wk
<b>Union:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Benefits:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Salary Scale:</b> \$42,956-57,729 per year

**Basic Responsibilities:**

Provides clinical testing and supports coordination services for children with developmental disabilities and Autism Spectrum Disorder. Works under indirect supervision and functions as a member of a team.

**Required Qualifications:**

- Master's degree in social work, psychology, or applied behavioral analysis with appropriate licensure in the State of Michigan.
- At least one year of professional experience working with the developmentally disabled population.
- Possess and maintain a valid Michigan driver's license, an acceptable driving record in accordance with agency standards, vehicle insurance, and provide own transportation in order to deliver services in locations that may or may not be barrier-free.
- Ability to communicate effectively and comprehensively in verbal (including the telephone) and written format.
- Ability to work independently and as part of a team, including the ability to be punctual, manage time and crisis situations flexibly and effectively and demonstrate good judgment.
- Experience in providing autism assessment/testing services preferred.

**Essential Job Functions:**

- Assesses and coordinates needs/wishes of customers and their families through a person/family-centered process. Informs customers and their families of options and choices available for services.
- Develops, implements, documents, monitors and reviews treatment plans and progress related to goals and objectives, including customer and family stability and effectiveness of services.
- Coordinates and completes eligibility and annual assessments for the Autism Benefit, as assigned.
- Provides individual, family and group therapy, crisis intervention, medication monitoring, and other clinical services as appropriate.
- Provides case management/supports coordination, acts as a resource and advocates with community services and interagency programs to ensure that the customers and their families receive appropriate services.
- Ensures that customer records are in compliance with Agency guidelines and standards.
- Assists with finding and implementing residential placements; audits, monitors and updates residential placements records.

To apply, submit a cover letter & resume by email to the Human Resources Office:

Chris Johnson, Personnel Specialist, [cjohnson@vbcmh.com](mailto:cjohnson@vbcmh.com)  
Human Resources, P.O. Box 249, Paw Paw, MI 49079

**Equal Opportunity Employer**

Approved by:

  
Debra Hess, CEO

