

Van Buren Community Mental Health

EMPLOYMENT OPPORTUNITY

Effective: September 28, 2022

Title: Community Services Supervisor

Position Number: A107101

Program: LINCS	Salary Range: \$63,582 – 87,745 per year	Status: Regular Full Time; 37.5 hrs/wk
Benefit Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Office Location: Bangor	Union Eligible: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Basic Responsibilities:

Ensures that all persons served with intellectual/developmental disabilities receive appropriate community living supports as identified in each person's IPOS and within regulatory guidelines. Develops opportunities and supports to assist customers in becoming participating members of their communities. Works under indirect supervision.

Summary of Required Qualifications:

- Bachelor's degree in human services field *OR* minimum of a High School Diploma with 5 years of relevant human services experience.
- At least 3 years of experience working with individuals with intellectual/developmental disabilities.
- Demonstrates excellent organizational and leadership skills in order to carry out management functions.
- Demonstrates an effective understanding of person-centered and self-determination values and the ability to promote such values to staff and the community.
- Demonstrates ability to evaluate referred customers' needs and make appropriate service recommendations.
- Demonstrates understanding of the behavioral and health conditions of individuals with intellectual/developmental disabilities and how they impact service development and delivery.
- Experience providing community-based services desired.

Summary of Essential Job Functions:

- Recommends for hire, evaluates, trains, and supervises assigned staff.
- Facilitates and monitors referrals to LINCS services and offers alternatives as needed.
- Develops, maintains and implements program procedures to assure cost effectiveness, continuity of services, and quality of treatment.
- Develops and coordinates LINCS service assignments to effectively utilize staff's strengths and skills while addressing safety, supervision, and transportation needs as well as the customer's service preferences.
- Provides training and education to assigned staff which promotes integration/participation of customers within their communities and follows health and safety guidelines.
- Acts as a resource for and provides consultation to assigned staff to facilitate achievement of program and individual outcomes, including providing education on communication and interpersonal skills needed to provide direct services customized to the customer's behavioral and health conditions.
- Participates in program evaluation, quality improvement & the identification & development of new service models.
- Seeks out and establishes collaborative relationships with area organizations and businesses to increase partnerships/networks to increase opportunities for persons served.
- Serves as a resource to VBCMh staff and others regarding community integration services and delivers presentations to agency and community organizations as assigned.

To apply, submit your resume and cover letter by email to the HR Office:

Christine Schlabaugh, Personnel Specialist, cschlabaugh@vbcmh.com

Human Resources Office, PO Box 249, Paw Paw, MI 49079

Equal Opportunity Employer

Approved by:


Debra Hess, CEO

