

**Van Buren Community Mental Health**  
**NOTIFICATION OF EMPLOYMENT OPPORTUNITY**  
Effective: August 4, 2021

**Title: Clinical Supports Coordinator**

**Position Number: C101210**

<b>Program:</b> Family Support Services	<b>Office Location:</b> Hartford	<b>Status:</b> Regular 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.

**Summary of 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 with an acceptable driving record.
- 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.

**Summary of 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.
- Assists with finding and implementing residential placements; audits, monitors and updates residential placements records.

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

Chris Johnson, Personnel Specialist, [cjohnson@vbcmh.com](mailto:cjohnson@vbcmh.com)  
Human Resources Office, PO Box 249, Paw Paw, MI 49079  
**Equal Opportunity Employer**

Approved by:

  
Debra Hess, CEO

