

**Van Buren Community Mental Health**  
**NOTIFICATION OF EMPLOYMENT OPPORTUNITY**  
**Effective: August 3, 2020**

**Title: Supports Coordinator**

**Position Number: C101105**

<b>Program:</b> Clinical Services for Individuals with Developmental Disabilities	<b>Office Location:</b> Bangor	<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> \$33,942 - \$44,288 per year

**Basic Responsibilities:**

Serves as Supports Coordinator to persons with developmental disabilities; assists them under a person-centered model to identify and articulate desires and goals; empowers them and their personal communities to work together to achieve desired outcomes and function as participative members of their communities.

**Summary of Required Qualifications:**

- Bachelor's degree in an appropriate human services field. Michigan social work licensure preferred.
- At least one year of relevant professional experience working with persons with developmental disabilities.
- Valid Michigan driver's license with an acceptable driving record in accordance with agency standards.
- 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.

**Summary of Essential Job Functions:**

- Ascertains that the customer's wishes & desires are identified & articulated within a person-centered process.
- Completes assessments as required and updates as needed e.g. Mental Health, BH TEDS, SIS.
- Develops a Treatment Plan with each customer and his/her support system that defines services and support persons to facilitate the achievement of the customer's stated Outcomes.
- Links and advocates with resources in the customer's community to facilitate development and ongoing functioning of personal support systems for the customer.
- Completes applications for waiver certifications as appropriate.
- Assists in the development and implementation of individual customer budgets under Self Determination arrangements.
- Regularly monitors and ascertains that services and support persons identified in Treatment Plans are achieving desired outcomes.
- Assists customers & their support network to become knowledgeable of resources so informed choices can occur.
- Acts as a resource to all persons to encourage involvement in customer support networks.
- Effectively participates as a member of Transdisciplinary teams.
- Maintains accurate, complete, and timely records.
- Counsels and supports customers and their support systems and assist in crisis resolution.
- Knowledgeable of agency budgetary expectations and constraints.
- Functions appropriately in a work environment of changing policies, procedures and expectations.

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

Christine Johnson, Personnel Specialist: [cjohnson@vbcmh.com](mailto:cjohnson@vbcmh.com) - PH: (269) 655-3313  
Human Resources Office, 801 Hazen Street, Suite C, PO Box 249, Paw Paw, MI 49079

**Equal Opportunity Employer**

Approved by:

  
Debra Hess, CEO

