

Van Buren Community Mental Health
NOTIFICATION OF EMPLOYMENT OPPORTUNITY
Effective: August 20, 2021

Title: Supports Coordinator

Position Number: C101211

Program: Family Support Services	Office Location: Hartford	Status: Regular Full-Time, 37.5 hrs/wk
Union: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Benefits: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Salary Scale: \$33,942-45,617 per year

Basic Responsibilities:

Ensures that assigned customers receive necessary services under a family and person-centered approach. Frequent travel required to provide services throughout the County.

Summary of Required Qualifications:

- Bachelor's degree in an appropriate human services field consistent with Medicaid regulations.
- Demonstrated knowledge of and one year's experience working with the developmentally disabled population.
- A valid Michigan Driver's license and an acceptable driving record in accordance with agency procedures.
- Ability to communicate effectively, and 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:

- Develops mental health assessments, treatment/support plans and provides service coordination for assigned customers as needed using a family and person-centered approach.
- Assists in the development and implementation of individual customer budgets.
- Consults, links, and advocates with other agencies to ensure customers receive services as needed and transports customers as necessary.
- Monitors customer's progress toward goals in accordance with plan.
- Assists customers and caregivers in developing service options.
- Acts as a resource to other caregivers as needed.
- Monitors medication and provides status information at medication reviews as appropriate.
- Maintains timely customer electronic medical records, including assessments, treatment plans, service notes, periodic reviews, and other required information.
- Assists with finding and implementing residential placements and completes adult foster care placement records.
- Counsels and supports customers and family as necessary, including appropriate interventions in crisis situations as needed and/or makes appropriate referral.

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

Chris Johnson, Personnel Specialist, cjohnson@vbcmh.com
Human Resources Office, PO Box 249, Paw Paw, MI 49079
Equal Opportunity Employer

Approved by:


Debra Hess, CEO

