

**Van Buren Community Mental Health**  
**NOTIFICATION OF EMPLOYMENT OPPORTUNITY**  
**Effective: September 8, 2021**

**Title: Supports Coordinator**

**Position Number: C101121**

<b>Program:</b> Clinical Services for Individuals with DD	<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> \$33,942-45,617/year

**Basic Responsibilities:**

Serves as Supports Coordinator to adults with developmental disabilities; to assist them under a person-centered model to identify and articulate desires and goals; to empower them and their personal communities to work together to achieve desired outcomes and function as participative members of their communities. Frequent travel required.

**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 personal transportation to deliver services in locations that may or may not be barrier-free.
- Ability to work independently and as part of a team, including 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.
- 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 Treatment Plans are achieving desired outcomes.
- Assists customers and their support network to become knowledgeable of resources so that informed choices can occur.
- Counsels and supports customers and their support systems and assists in crisis resolution.

**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

