

Van Buren Community Mental Health
NOTIFICATION OF EMPLOYMENT OPPORTUNITY
Effective: September 29, 2021

Title: Supports Coordinator

Position Number: C551102

Program: Clinical Services for Individuals with DD	Office Location: Bangor	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: \$34,621- \$46,530/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
Human Resources Office, PO Box 249, Paw Paw, MI 49079
Equal Opportunity Employer

Approved by:


Debra Hess, CEO

