

Van Buren Community Mental Health
NOTIFICATION OF EMPLOYMENT OPPORTUNITY
Effective: February 3, 2012

Title: Supports Coordinator

Position Number: E101120

Program: Clinical Services for DD	Office Location: Bangor	Status: Contracted
Union: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Benefits: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Salary Scale: \$16-19.50/hr @ 37.5 hrs/wk

Basic Responsibilities:

To serve as Supports Coordinator/Case Manager to persons 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 through assessment, planning, monitoring and coordination of services. Frequent travel required.

Required Qualifications:

- Bachelor's degree in an appropriate human services field with State of Michigan social work licensure.
- A demonstrated interest and ability to work for persons with disabilities and their support networks.
- Ability to effectively operate computer for word processing and electronic medical records.
- Possess and maintain a valid Michigan driver's license in accordance with agency standards.
- Ability to effectively and comprehensively communicate in verbal (including the telephone) and written format.
- 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.

Essential Job Functions:

- Ascertains that the customer's wishes and desires are identified and articulated within a person-centered process.
- Develops a Plan of Service 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.
- Regularly monitors and ascertains that services and support persons identified in Supports Plans are achieving desired outcomes.
- Assists customers and their support network to become knowledgeable of resources so that 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.
- Performs other tasks as assigned by the Supervisor.

To apply, send your cover letter & resume to the location below by 5PM ON FEBRUARY 13TH:

Human Resources Office, 801 Hazen Street, Suite C, Paw Paw, MI 49079

Contact: Christine Johnson, (269) 655-3313, cjohnson@vbcmh.com

Equal Opportunity Employer

Approved by:

Debra Hess, CEO

