

**Job Title: Supports Coordinator - Family Services**

**Exempt, Level 14 SC**

**Job Summary:** The Supports Coordinator assigned to the Family Services team coordinates supports and services for children/adults living with their legal/biological/adoptive/families and children and adults residing in Community Living Services (CLS) Foster Homes. The Supports Coordinator focuses efforts on connecting the children/adults supported to networks of family, friends, and meaningful relationships, and develops strategies to coordinate the individual's personal resources with entitlements and special programs. The Family Services Supports Coordinator (FS Supports Coordinator) works with the child, family members and or significant others to ensure that permanency planning is completed on behalf of the children in foster care. The FS Support Coordinator also works very closely with the foster child's assigned Department of Health and Human Services Worker to coordinate foster care services and supports. The FS Supports Coordinator provides these services while adhering to Person Centered Planning, Family Centered Planning and Self Determination principles, the Michigan Mental Health Code, Detroit Wayne Integrated Health Network (DWIHN) and the Michigan Department of Health and Human Services requirements and the professional code of ethics.

**Reporting Relationship: Reports to the Family Services Supports Coordination Manager**

**Essential Duties and Responsibilities:** The Supports Coordinator assigned to the Family Services team is responsible for the following: In collaboration with the child/adult and their circle members, completing pre-planning activities along with the development and implementation of the Initial Foster Care outline (if a foster child), Annual Personal Plan as well as all addendums, updated service plans/quarterly reviews of the plan and annual bio psychosocial assessments; Assists the families, along with the children and adults, in building circles of advocates, friends, family involvement, and identification of life choices as well as strategies to fully develop real life quality standards; Works collaboratively and cooperatively with CLS employees both within and outside of the Family Services team, the overall Personal Supports and Services Department (PSSD) as well as outside entities to ensure services are met for individuals supported; Works collaboratively and cooperatively with the foster children's Michigan Department of Health and Human Services worker and CLS foster parents; Meets performance requirements related to job duties and service delivery by completing monthly visits with each child in foster care as well as making monthly visits to their schools, completing visits with children, living with their families, at a frequency based upon the needs of the child and the family; Completing all documentation with a high degree of quality and in a timely manner consistent with CLS agency requirements, Michigan Department of Health and Human Services licensing requirements and other external funding sources; Assists with the CLS foster child's placement into an appropriate school setting and participates in school meetings as well as the annual Individual Educational Planning (IEP) meeting; Monitors the status of the foster home each month and reports all issue of concerns regarding licensing to the Family Services Supports Coordination Manager and/or the Supports Coordination Director of the Personal Supports and Services Department; Assists the child/family in accessing entitlements such as Social Security, Family Support Subsidy, Children's Specialized HealthCare Services, Adoption Subsidy, Children's Waiver, Autism Benefit Waiver, and Home Help. **Administrative:** The Support Coordinator on the Family Services team is also responsible for the following: Using laptop computers and data base programs to complete all documentation; Accessing CLS voicemail, business cell phone, standard mail, and email on a daily basis; Completes required reports and summaries of services for funding sources and licensing sources as needed; Completes a minimum of 24 hours of child-specific professional skill development training each year and all mandated core training as outlined by Detroit Wayne Integrated Health Network (DWIHN); Completes a minimum of 5 hours of mandatory Qualified Intellectual Disabilities Professional (QIDP) training each year.

**Qualifications and Experience:**

**Education/Experience:**

Bachelor's degree in Human Services field with minimum one-year experience, or combination of field practicum and experience, working with children with intellectual/developmental disabilities. Experience working with children and families within the foster care and/or adoption system preferred but not required. Must minimally meet education, and experience requirements for provisional credentialing as a Qualified Intellectual Disabilities Professional (QIDP) and Child Mental Health Professional (CMHP); full QIDP and CMHP credentials preferred. QIDP and CMHP training requirements will be arranged upon hire and must be completed as a condition of employment. A social worker license may be required for Supports Coordinators supporting children that receive identified specialty services. Must minimally obtain Registered Social Service Technician (RSST) credential from the State of Michigan as a condition of employment at the time of hire.

Training requirements must be met upon hire as a condition of employment. \*As required by Michigan's Public Health Code (MPHC), limited licensees must be supervised by a Licensed Master's Social Worker (LMSW). The MPHC also states that a limited social work license is *renewable for not more than six years*. Consistent with the MPHC, limited licensees must obtain full social work licensure *prior to the end of the period of their 6<sup>th</sup> annual renewal*.

**Travel Requirement:**

Extensive scheduled and non-scheduled travel is required in executing essential duties and responsibilities of this position. Employees must provide their own transportation. Maintenance of a valid driver's license, an acceptable driving record, and vehicle registration and insurance in compliance with State of Michigan requirements are all continuing conditions of employment. If driving a vehicle other than the one listed on file with the Human Resources Department, employee is responsible for ensuring the vehicle is registered, insured and meets all other State of Michigan motor vehicle requirements and providing documentation as requested. CLS policy restricts the use of an alternate driver without the express, prior written authorization of the Human Resources Director. A review of such request will be based on evaluation of HIPAA compliance issues, work restrictions and other relevant factors.

**Physical Demands:**

Physical tasks are minimal as this is essentially a professional field position; Flexibility in scheduling is a must; Ability to be available in the office as well as in the field is necessary in order to complete other essential duties and responsibilities.

**Special Requirements:**

Must be able to participate in the following and have no citations: Criminal background and Michigan Sex Offender Registry checks; Protective Service Clearance through the Michigan Department of Human Services

**Training (Foster Care Supports Coordinators):**

Sixteen hours of documented orientation prior to assuming job duties as a Family Service Support Coordinator supporting children in licensed foster care homes under CLS's Child Placing Agency license; Fourteen hours of targeted training related to the Family Services Supports Coordinator job responsibilities and work tasks during the first year of employment in the position. The above-mentioned orientation and training must include all of the following: Characteristics and needs of children and families served by CLS, Requirements of applicable statutes relating to services that CLS provides that are subject to licensing rules, CLS expectations for the FS Support Coordinators to facilitate and supervise the care of children and to work with families that are served by CLS, CLS expectations for the FS Support Coordinator's role and responsibility with foster parents and other persons who provide care or services to children and families served by CLS, CLS expectations for developing, maintaining, and reviewing initial and updated service plans for children and families served by CLS; Must achieve and maintain Child Mental Health Professional (CMHP) status, including completion of a minimum of 24 hours of professional training, directly related to working with infants, children, and adolescents, each year; Must achieve and maintain Qualified Intellectual Disabilities Professional (QIDP) credential, including minimum of 5 hours of QIDP-designated training each year.

**Submit Resumes:**

**Community Living Services, Inc. – Human Resources Department E.O.E.**  
**35425 W. Michigan Ave. Wayne, Michigan 48184**  
**Fax Resumes to: (734) 467-7636 or**  
**Email: [rwroblewski@comlivserv.com](mailto:rwroblewski@comlivserv.com)**

**CLOSING DATE:**