

JOB TITLE: Supports Coordinator**LEVEL 14SC EXEMPT**

JOB SUMMARY: The Supports Coordinator serves as the primary advocate and broker of services within the system for the people he/she/they support. He/she/they work within the system and the community to ensure the people supported have maximum access to and use of the resources available. The Supports Coordinator focuses efforts on connecting the people supported to networks of family, friends, and meaningful relationships, and develops strategies to coordinate the individual's personal resources with entitlements and special programs to provide economic and social place in the community. The Supports Coordinator provides these services while adhering to Person Centered Planning and Self-Determination principles, the Michigan Mental Health Code, Detroit Wayne Integrated Health Network (DWIHN) and Michigan Department of Health and Human Services (MDHHS) requirements, Self-Directed Services Technical Advisory, CLS Guiding Principles, Code of Ethics, and professional code of ethics.

REPORTING RELATIONSHIP: Reports to the Supports Coordinator Manager

SUMMARY OF ESSENTIAL DUTIES AND RESPONSIBILITIES: The following list of duties is a menu of possible services the Supports Coordinator may provide based on the needs and desires of the individual and their family; Meets with the person in accordance with the amount, scope, and frequency noted in their IPOS and additionally, as the person's needs dictate; Links, coordinates and provides monitoring of services as identified in the Individual Plan of Service and as communicated by the person, their family and circle members; Assists with the individual's access to and maintenance of entitlements. Reviews and completes documentation required to maintain the individual's entitlements and insurance coverage, including Medicaid, Medicare, Social Security benefits, Supplemental Security Income, Adult Home Help, Food Assistance, etc.; Assists with pro-active planning on behalf of the individual related to potential crises situations and provides crisis resolution supports as needed; Assists the individual and family to coordinate and secure services needed to address any health concerns. Coordinates health and safety strategies, including planning related to emergency needs and coordination with Medicaid Health Plans and other health care providers. Coordinates discharge planning as needed for hospitalizations; Assists the individual to identify goals and develop strategies to support the goals both logistically and financially. Assists with goal development, fulfillment, plan implementation, and follow-up per funding requirements; Assists the individual to become an active and contributing member of their community; Assists the individual with the development of self-advocacy skills; Assists the individual with the development of relationships. Assists the individual in building a circle of friends, maintaining natural supports, and expanding/maintaining their social network; Works collaboratively with other service providers and supporters in the individual's life to develop individualized, creative methods of service delivery specific to the individual's needs and desires; Conducts planning and develops resources related to the individual's desired housing opportunities. Coordinates and secures housing as requested. Assists and supports the individual's pursuit of desired housing, including housing identification and location, selection of roommates, application for the individual with subsidies, pursuing environmental modifications, signing of leases, etc.; Assists the individual and family to coordinate and secure transportation as needed; Assists the individual with pursuing & securing avenues of income generation; Coordinates on-going supports with school system. Participates in school transition planning related to the individual's post-graduation aspirations; Assists individuals, families, and other support providers in locating and obtaining necessary community resources and utilizing natural supports as available, prior to accessing public funding. Demonstrates a commitment to the prudent use of public funds; Participates in relevant workshops, seminars, conferences, trainings, and in-services as approved by management and required by agency; Completes timely Individual Plan of service, (IPOS), Addendums, Periodic Reviews, Integrated Biopsychosocial Assessments, Progress Notes and other documentation necessary to memorialize service delivery and identified courses of action per agency and funder's requirements; Uses laptop computer and database programs to complete all reports and documentation. Completes required reports and summaries of services per funding source mandates; Meets performance requirements related to job duties and service delivery. Completes required written reports and documentation in a quality and timely manner consistent with requirements of CLS agency and external funding sources.

EDUCATION AND EXPERIENCE: The position minimally requires a Bachelor's Degree in a human services field and one year experience working with individuals with intellectual and/or developmental disabilities. Must minimally meet education and experience requirements for provisional credentialing as a Qualified Intellectual Disabilities Professional (QIDP); may complete the 5 hours of mandatory QIDP training within the first week of hire; full QIDP credential preferred. Supports Coordinators that provide services to individuals receiving MI Health Link, and/or other identified specialty services *must* have one-year experience working with persons with developmental disabilities and possess a current, valid social work license (i.e., LLBSW, LBSW, LLMSW, or LMSW). All other Supports Coordinators must minimally obtain Registered Social Service Technician (RSST) credential from the State of Michigan as a condition of employment at the time of hire; Minimum of one year working with and/or supporting persons with intellectual and/or developmental disabilities; Case management experience in human resource arena is a plus; Demonstrated experience applying the principles of Person-Centered Planning and Self-Determination to a traditional case management model preferred; Typing and computer skills are required, including knowledge of and proficiency with Microsoft Word, Outlook, Excel, ARROW, and other software programs.



SPECIAL REQUIREMENTS: Creativity, ability to interpret and apply complex federal and local level regulations, ability to negotiate outcomes; 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.

PHYSICAL REQUIREMENTS: **This job is essentially a professional field position.** Adjusted hours are required, and extensive scheduled and non-scheduled travel is an essential function of the position. Travel to homes, schools, vocational settings, hospitals, medical offices, and other community locations, as needed, is required to execute essential job duties. Supports Coordinator may also transport individuals they support to various locations in the community; While a significant portion of the Supports Coordinator's work is conducted in the field, Supports Coordinators are expected to be available and present in the office as necessary to complete other essential duties and responsibilities.

TRAINING: Job specific training will be coordinated and/or provided by the Supports Coordination Manager. Must satisfactorily complete all contractually required trainings, including 5 hours of QIDP-credited training, each year.

TRAVEL REQUIREMENTS: Extensive scheduled and non-scheduled travel is required in executing 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 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 that the vehicle is registered, insured, and meets all other State of Michigan motor vehicle requirements and providing documentation as requested.

CLS, Inc. is an equal opportunity employer. All administrative, management and supervisory personnel are directed to support and cooperate with the EEO program and other equal employment opportunity efforts. Performance will be evaluated in this regard.

SUBMIT RESUMES TO:

**Community Living Services, Inc.
Human Resources Department
35425 W. Michigan Ave.
Wayne, MI 48184
FAX: (734) 467-7636
EMAIL:
humanresources@comlivserv.com**

CLOSING DATE: OPEN