



POSITION OFFERING

APPLY TO:

Tamaria White
Resource Center Director
twhite@stepcentral.org
(313) 267-9777

APPLICATION DEADLINE:

May 22, 2017

SUBMIT APPLICATION/AND OR RESUME TO:

Pat Harrell
Dearborn Resource Center

Supports Coordination Supervisor

See Attached

051617



2941 S. Gulley, Dearborn, MI 48124

Our mission is to support individuals in the pursuit of their chosen goals and the achievement of personal satisfaction in their lives.

SUPPORTS COORDINATION SUPERVISOR

QUALIFICATIONS:

- Education:** Bachelors Degree in Social Work from an accredited college or University.
- Experience:** Five (5) years of professional experience in human service associated with mental health, developmental and other disability services / supports.
- A minimum of three (3) years in a management position or demonstration of equivalent work experience. Demonstrated Proficiency in Microsoft Office required.
- Licensure:** Licensed by the State of Michigan under Public Act 299 of 1980 and must satisfy STEP's and DWMHA credentialing and re-credentialing requirements.
- Current License as a:
Licensed Bachelor's Social Worker
Licensed Master's Social Worker
Licensed Professional Counselor
and
Valid Michigan Driver's License
Approval of STEP's Insurance Carrier
- Status:** Non – Union, Exempt

PRINCIPAL FUNCTION:

Responsible for the oversight of the provision of services and supports that meets Mental Health Code requirements, regulatory standards and the individual needs of persons receiving services; continuously monitor the services and supports and ensure that they are provided at a quality level that supports the organization's desire to meet best practice guidelines.

DUTIES AND RESPONSIBILITIES:

Essential Functions:

- A. Responsible for the quality and quantity of services rendered for positions supervised.
- B. Recommend the hiring and firing of staff to the Resource Center Director for positions supervised.
- C. Responsible for scheduling performance appraisals and any disciplinary action for positions supervised.
- D. Responsible for the delivery of support and service coordination including assessment, planning, monitoring, implementation and documentation utilizing the principles of Self Determination and Person Centered Planning.
- E. Responsible for maintaining a blended caseload of both direct and 3rd party cases.
- F. Responsible for implementation of the Person-Centered Process.

Supports Coordination Supervisor, continued

- G. Promote the growth, safety, well-being, empowerment, choice, self-determination, independence and autonomy of persons served.
- H. Ensure that Supports Coordinators establish and maintain service linkages, natural supports and processes.
- I. Assure that support services are delivered in the least restrictive, least intrusive and most cost-effective manner.
- J. Assign case loads to individual Supports Coordinators.
- K. Attend trainings and meetings as needed or required.
- L. Review all Plans of Service, and sign Plans of Service, as needed.
- M. Responsible for the implementation of Medicaid Chapter III.
- N. Keep current with human service trends, regulations, legislation, accreditation and dissemination of such information.
- O. Provide personal care assistance for persons receiving services as needed.
- P. Provide data and analysis for outcome measures.
- Q. Participate in Peer Review, and Utilization Review activities as assigned by Quality Assurance Director.
- R. Participate on Case Review Committee as assigned by Resource Center Review Chairperson.
- S. Adhere to all Services to Enhance Potential's policies and procedures.
- T. Maintain and submit all required records, documents on a timely basis.
- U. Maintain a personal vehicle for use in performing job duties.
- V. Ensure conformance to DCH, DWMHAA, Medicaid, MCPN, and CARF.
- W. Perform routine, or as-needed, trainings for staff.
- X. Identify and promote opportunities for employment, volunteer and community experiences.

Marginal Functions:

- A. Participate on Services To Enhance Potential's committees as assigned.
- B. Coordinate and supervise student educational field placements, volunteers, trainees, and aides.
- C. Participate in the ongoing growth and development of Services To Enhance Potential through attendance and participation in staff and other Services To Enhance Potential meetings.
- D. Represent Services To Enhance Potential in the community and provide information regarding Services To Enhance Potential's programs and services.
- E. Assume any other duties and responsibilities as assigned by the supervisor.

Supports Coordination Supervisor, continued

The statements made herein are intended to describe the nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

REPORTS TO: Resource Center Director

SUPERVISES: Supports Coordinator
Volunteers
Interns
Aides

TECHNICAL ASSISTANCE RECEIVED:

Clinical Director/ Quality Assurance Director

Date Approved: 05/25/00 by Job Description Committee, 08/16/03

Date Effective: 05/25/00, 08/16/03

Date Reviewed: 08/16/03, 052005, 122208, 3/22/2012, 10/14/2014, 05/12/17

Date Revised: 08/16/03, ph052005, cm122208, 02/16/10, 10/3/2012, 05/12/17

Supports Coordination Supervisor, continued

Job Position: Supports Coordination Supervisor

Physical Effort	Essential Y/N	Rare 0- 30%	% of time performing task		
			Occasional 30-60%	Frequent 60-90%	Constant 90-100%

Hand Movement	Y				X
Repetitive Motions	Y		X		
Grasping	Y			X	
Holding	Y			X	
Finger Dexterity	Y			X	
Reading	Y				X
Writing	Y				X
Eye-Hand Coord.	Y			X	
Vision	Y				X
Color Discrimination	N				
Prepare/Analyze Figures	Y				X
Visual Inspection Meas./Assm. close to eye	Y			X	
Skilled Trades	N				
Hearing	Y				X
Talking	Y				X
Standing	N				
Sitting	Y				X
Walking	N				
Lifting	Y		X		
0-30 lbs.	Y	X			
30-60 lbs.	N				
60-90 lbs.	N				
90 plus lbs.	N				
Pushing/Pulling	N				
Climbing	N				
Stairs	N				
Ladders	N				
Bending	N				
Squatting	N				
Crawling	N				
Reaching	Y				X
Others					

Supports Coordination Supervisor, continued

Work Environment	Essential Y/N	Rare 0- 30%	% of time performing task		
			Occasional 30-60%	Frequent 60-90%	Constant 90-100%

Driving	Y			x	
Car/Truck	Y			x	
Standard/Automatic	Y			x	
Mower/Forklift	N				
Location					
Trees	N				
Air Vent	N				
Roof	N				
Equipment/Machines	Y		X		
Heights	N				
Roofs	N				
Ladders	N				
Step Stools	N				
Scaffolds	N				
Nights/Dark	Y	X			
Extreme Noise Levels	N				
Extreme Temperatures	N				
Inside	Y				X
Outside	Y	X			
Ventilation Conditions					
Dust	N				
Fumes	N				
Chemicals	N				
Gases	N				
Hazard Exposure	Y	X			
Chemical Spills	N				
Gas Leaks	N				
Infectious Bacteria	Y		X		
Acidic/Oily Substances	N				
Respirator Usage	N				
Electric Hazards	N				
Overtime	Y	X			
Others					