



Services to Enhance Potential
2941 S. Gulley Road, 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 COORDINATOR

QUALIFICATIONS:

- Education:** Bachelors or Master's Degree from an accredited College or University
- Experience:** A minimum of one (1) year in human service
One (1) year working with persons with disabilities.
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 Social Work Technician
Licensed Professional Counselor;
and
A Valid Michigan Driver License
Approval from STEP's Insurance Carrier
- Status:** Regular Full Time, Union, Non – Exempt

PRINCIPLE FUNCTIONS:

Responsible for the provision of person –centered planning to an assigned caseload; identify and assess dreams/desires/needs in a Support Coordination Assessment; Coordinate a Vocational Profile/Employment Plan with input from Skills Trainers and Employment Representatives; Develop an individualized person centered plan of service; Link, and coordinate identified supports; Monitor, review and amend supports and services at intervals identified in the plan; Maximize the participation and independence of individuals receiving support services; Support services must be the least restrictive, least intrusive and cost effective

DUTIES AND RESPONSIBILITIES:

Essential Functions:

- A. Build positive rapport and work professionally with family members, care providers, and others that are identified by the individual in developing a Plan of Service.
- B. Utilize the person-centered planning process and the principles of self-determination in identifying and implementing support strategies. Support

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strategies will include empowerment, cultural diversity, natural supports, community inclusion, and will address health and safety issues.

- C. Observe, Assess, Evaluate, summarize, and incorporate information into the Person-Centered Process.
- D. Ensure that appropriate authorizations for support services are adequate and current per the Plan of Service.
- E. Utilize community supports which may include: assistance for challenging behaviors, alternative services, prevention and consultation, enhanced health, assistive technology, environmental modification, housing assistance and skill building assistance.
- F. Appropriately inform, explain, and educate individuals, family members, and caregivers on disability issues, medical information, resource information and other pertinent issues at an appropriate level of understanding.
- G. Work closely with the individual receiving services to promote on-going satisfaction with the process and outcomes of the supports, services, and available resources.
- H. Provide personal care assistance for persons served as needed.
- I. Identify barriers to progress/process and document efforts made to impact those barriers.
- J. Review plans of services at required intervals as are indicated in the Plan of Service.
- K. Prepare and submit accurate, comprehensive, required documents, authorizations, and reports on a timely basis, including completing IPOS documents within 365 days of the previous plan unless a consumer-based exception occurs, and completing case notes within 48 hours of the encounter.
- L. Monitor and ensures quality services are delivered to individuals receiving supports and services.
- M. Involve the individual receiving services in all aspects of person-centered planning including the development of circles of support.
- N. Ensure conformance to MDHHS, DWMHA, MDHHS, MCPN, DOL, CMS (Medicare and Medicaid), HCBS, WIOA, CARF, and any other government or regulatory requirements and standards that govern clinical services.
- O. Participate on Peer Review, Case Review Committee or other committees as assigned to improve procedures, systems, and provide feedback through appropriate channels.

Supports Coordinator (continued)

- P. Maintain a personal vehicle for use in performing job duties.
- Q. Act as liaison to employers for persons receiving services on the case load, providing information and assistance with regards to the worker, accommodations, and relevant laws and regulations.
- R. Adhere to all Services To Enhance Potential's Policies and Procedures, including meeting productivity expectations and maintaining case records as audit-ready at all times.
- S. Identify and promote opportunities for employment, volunteer and community experiences, including processing referrals for Supported Employment, including for Worksites and Stores, and competitive employment.
- T. Perform duties and responsibilities of Service Liaison for assigned individuals.
- U. Coordinate implementation of job coaching at applicable worksites.
- V. Participate in approved educational activities to meet State of Michigan licensing and DWMHA Credentialing and Re-credentialing requirements. Additionally, attend any and all trainings that Supports Coordinator is registered to attend and submit a Certificate of Attendance to immediate supervisor at the conclusion of the training. If unable to attend, Supports Coordinator will provide a minimum of a one-week notice to immediate Supervisor in writing citing a valid reason Supports Coordinator is unable to attend. If the agency has paid for a training and either a substitute cannot be secured or insufficient time is given to identify a substitute, Supports Coordinator will be required to attend the training.

Marginal Functions:

- A. Participate on Services To Enhance Potential committees as assigned.
- B. Participate in the ongoing growth and development of Services To Enhance Potential through attendance at and participation in staff and other Services To Enhance Potential meetings.
- C. Represent STEP in the community and provide information regarding STEP programs and services.
- D. Assume any other duties and responsibilities as assigned by the Supervisor.
- E. Coordinate and supervise student educational field placements, volunteers, trainees, and aides.
- F. Prescribe training plans, accompany individual receiving services to a site for training and instruction if needed, and implement and maintain training program for individuals receiving services at the

Supports Coordinator (continued)

worksite.

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: Assigned Manager or Director

SUPERVISES: Not Applicable

TECHNICAL ASSISTANCE RECEIVED: MCPN Liaison

Date Approved: 05/25/00, 08/16/03, 08/02/17, 9/25/17

Date Effective: 05/25/00, 08/16/03, 08/04/17, 9/25/17

Date Reviewed: 01/04/07, 12/22/08, 3/22/2012, 6/29/12, 10/16/2014, 08/02/2017, 9/25/17

Date Revised:

JR:sb052500, st082703, ph052005, cm010407, cm042507, cm122208, 02/16/10, 12/13/2010, 6/29/12, cf8/2/17, cf9/25/17

Attachment: Physical Efforts/Environment Checklists

Job Position: Support Coordinator I and II

Supports Coordinator (continued)

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	Y			X	
Meas./Assm. close to eye	N				
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 Coordinator (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	N				
Others					