



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:** Master's Degree in Social Work, Psychology or Counseling from an accredited college or University.
- Experience:** Three (3) years of professional experience in human service associated with mental health, developmental and other disability services / supports.
- A minimum of one (1) year 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 DWIHN credentialing and re-credentialing requirements.
- Current License as a:  
Licensed Master's Social Worker  
Licensed Professional Counselor  
Masters Limited Psychologist  
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 Director of Clinical and Quality Services, COO and/or HR 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. May maintain a small, blended caseload of both direct and 3<sup>rd</sup> 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 intake of or assignment of intakes to Supports Coordinators of all new consumers.
- N. Responsible for the implementation of Medicaid Chapter III.
- O. Keep current with human service trends, regulations, legislation, accreditation and dissemination of such information.
- Q. In conjunction with Director of Clinical and Quality Services and Quality Manager, provide data and analysis for outcome measures.
- R. Participate in Utilization Review activities as assigned by Director of Clinical and Quality Services.
- S. May participate on Case Review Committee as assigned by Director of Clinical and Quality Services.
- T. Adhere to all Services to Enhance Potential's policies and procedures.
- U. Maintain and submit all required records, documents on a timely basis.
- V. Maintain a personal vehicle for use in performing job duties.
- W. Ensure conformance to MDHHS, DWIHN, Medicaid, and CARF.
- X. Perform routine, or as-needed, trainings for staff.
- Y. 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.