

North Country Community Mental Health

EMPLOYMENT OPPORTUNITY

COMMUNITY LIVING COORDINATOR – Full time pay range \$39,116 to \$54,965 with excellent benefits. Position based out of Gaylord. Position requires master's degree and Michigan licensure in social work, counseling, psychology or related field with five years of experience in developmental disabilities. Applicant must possess a valid Michigan driver's license with a satisfactory driving record. **Please send resume and letter of application to Human Resources, North Country Community Mental Health, 1420 Plaza Drive, Petoskey, MI 49770, Fax 231-347-1241 or E-mail to hr@norcocmh.org. E.O.E. posting closes January 30, 2012.**

SUMMARY: The Community Living Coordinator's primary responsibility is two-fold. The first is to: 1) oversee residential life and options in current specialized living arrangements, i.e., licensed group homes, specialized AFCs and Supported Independent Living options; 2) to research and develop new options from the most intense to the least with the intent of allowing consumers currently in out-of-catchment placements to return within closer proximity of their original local community and to expand the choice of others living within the catchment and 3) to build a resource list of the best out-of-catchment facilities for referral in short-term crisis management if needed. The second responsibility is to initiate and coordinate agency efforts to expand self-determined and self-directed choice for individuals with developmental disabilities along with the development of their corresponding personal budget. The Community Living Coordinator must have experience with and commitment to the principles and philosophy of Person-centered Planning, Self-determination and Gentle Teaching.

The intent of this position is 1) to increase the speed and effectiveness with which North Country CMH converts its support of out-of-catchment residential placements by increasing the number, diversity and quality of local homes and the expertise of support providers for clients with complex behavioral and/or health care needs and 2) to increase consumer awareness of the option to and opportunities for self-directing all their agency-related support needs.

Specific Responsibilities:

1. This position has immediate responsibility for all needed changes in living arrangements within the six-county catchment.
2. This position is responsible for monitoring all current consumers and new referrals with supportive home needs to assure the appropriate and necessary level of care and support is being provided. When developing new options, the Community Living Coordinator will take into account the location's accessibility to community resources, activities and employment opportunities.
3. The Community Living Coordinator will serve as the Self-determination Coordinator for individuals with developmental disabilities. In this capacity, this position will provide education to consumers, parents, guardians, family members, support providers and agency staff about the philosophy and process of Self-determination. This position will also perform several critical functions to include:

- Consultation with individuals, parents/guardians, friends, advocates and supports coordinator throughout the Self-determination process and the implementation, monitoring and revision as necessary.)
 - Assistance with the development of individual budgets.
 - Coordination with the contractual Fiscal Intermediary.
 - Monitoring of Self-determination monthly reports.
 - Attendance at conferences or other training opportunities regarding Self-determination.
4. The Community Living Coordinator will have responsibility for recruitment, development and oversight of contract providers of community living supports and residential arrangements including specialized foster care, general foster care, supported community living (in own homes/apartments and or with family or friends). Responsibility to include the implementation of any required bidding process and the review and recommendation for approval related to requests for additional funding from contract providers. All efforts will ensure the prudent and efficient utilization of resources, adhere to established priorities and responsibilities, assure health and safety and respect client choice and preference.
 5. In all instances, the Community Living Coordinator will work in cooperation with the department's Program Director, Associate Directors, Clinical Services Supervisor, Supports Coordinators, Family Support Coordinators and Contract Manager as appropriate in the specific circumstance.
 6. Additional Responsibilities:
 - a. Monitoring the preparation and submission of all related reports, records, and other documentation necessary to meet DCH, DHS or other requirements and/or necessary to good management practices.
 - b. Assist with formulation of any policies and procedures to ensure rules and regulations of CMH, DCH, ICF/MR, DHS, etc., are implemented and that pertinent licensing and/or certification are maintained.
 - c. Establishment and maintenance of cooperative working relationships with all contract providers, individual arrangements and Self-determination arrangements using a fiscal intermediary and with The Center for Positive Living Supports or other support agency (ies) identified.
 - d. Submission of program, data, and budget planning information to the Administration as needed.
 - e. Participation in the Developmental Disabilities Administration team, other committees and teams as requested.
 - f. Commitment to the concepts of the culture of gentleness, self-determination, normalization, community integration and full inclusion.
 - g. Skills in organization, planning, goal-setting, establishment of priorities, implementation of mental health programs, and evaluation of goal attainment.
 - h. Ability to problem-solve in crisis situations, work in a team, as well as bring self-directed.
 - i. Other duties and responsibilities as assigned by the Program Director.