



JOB OPENING AT 826MICHIGAN

Position: Executive Director

Full Time, Exempt

Location: Detroit, Ann Arbor, and Ypsilanti, Michigan

Target Start Date: October 2017

About the Position

826michigan is a nonprofit organization that serves thousands of school-aged students across Detroit, Ann Arbor and Ypsilanti. Our writing and tutoring programs are designed to inspire students to write confidently and skillfully with the help of adult volunteers in their communities. We believe that with one-on-one attention from caring adults, students improve academic performance, develop a sense of belonging, and discover the unique value of their own voices.

Reporting to the Board of Directors, the Executive Director has overall responsibility for 826michigan's operations and strategic plan. The successful candidate will combine a proven track record in nonprofit leadership with an understanding of 826michigan's mission and program offerings to improve and expand the organization's impact across Southeast Michigan. With 826michigan staff and volunteers, the Executive Director provides guidance, oversight, and direction for all aspects of 826michigan operations. Specific responsibilities include but are not limited to fundraising, marketing and public relations, staff / volunteer management and development, retail and building operations, financial management, and strategic planning.

After rapid expansion in recent years, 826michigan is in a strong and steady position with a talented staff of 11, a robust volunteer corps, an engaged board, and well-established funding and community relationships.

Responsibilities

Strategy/Operations

- Work with the 826michigan board to develop and implement a strategic plan for the organization and lead a forward-thinking approach to its staff, leadership, and the entire organization.
- Report to the 826michigan board of directors on programming, fundraising, finances, events, publications, personnel, strategic planning, and other matters.
- Represent 826michigan at 826 National meetings, executive director meetings, staff conferences, and other gatherings.
- Ensure prudent fiscal management of 826michigan, including establishment of salaries, management of expenses, strategic financial planning, and preparation of monthly financial reports and annual budgets.
- Manage all legal and operational issues, including contracts, employment matters, leases and building management, publication and other agreements, and oversight of retail operations.

Fundraising

- Successfully and directly ask individual and other funders for financial gifts; Cultivate and support donors through every stage of a gift; Deliver authentic gratitude, timely information, and individualized attention to donors in our community of supporters.
- Partner with Development Director to create and implement 826michigan fundraising strategy, including grant applications, corporate and private philanthropy, individual donations, and special events.
- Plan and implement a series of public events designed to support the overall mission, engage key constituents, and raise funds and other support.

Program Management

- Ensure that 826michigan achieves its educational mission as laid out by both the chapter standards developed by 826 National and objectives determined by our local board and leadership.
- Partner with Program Director to oversee all programming, including after-school tutoring, in-school projects, field trips, workshops, and off-site programs.
- Work collegially with volunteers at all levels and interns, assisting them as necessary and appropriate and expressing appreciation on behalf of the organization.

Marketing/PR/Communications

- Articulate 826michigan's mission to funders, volunteers, the educational community, and the media.
- Guide all external relations and collaborations, including website, annual fundraising appeals, and public relations; serve as spokesperson for media appearances and other public speaking opportunities; handle crisis communications.
- Develop and maintain relationships with education and community leaders that will facilitate programming growth.

Qualifications

- A flexible, creative spirit and a demonstrated passion for the mission, vision, and values of 826michigan.
- At least five years of experience in nonprofit executive leadership, preferably managing a large staff over multiple locations and serving as an organization's public face.
- Demonstrated skill working across disciplines—fundraising, management, communications, operations, etc.—to advance a big-picture vision.
- Proven success in fundraising from grassroots individual giving to large-scale institutional funding.
- Knowledge of and passion for the Southeast Michigan community, including knowledge of the education environment and the world of philanthropy.
- A track record of leading organization-wide efforts around diversity, equity, and inclusion (DEI) and a deep understanding of the importance of these efforts.
- The ability to travel between 826michigan's locations in downtown Ann Arbor and Detroit's Eastern Market neighborhood as well as program sites in Ypsilanti, Ann Arbor, and Detroit.
- Impeccable written and oral communication skills, including experience communicating with a variety of audiences.

- Experience working with and managing volunteers preferred.
- Ability to foster and continue a spirit of trust and respect among 826michigan staff and volunteers.
- Enthusiasm for working as part of a team, including a willingness to pitch in at all levels when necessary.
- Passion for writing and an ability to share that with students.

Compensation & Benefits

826michigan offers a competitive salary commensurate with experience with an attractive benefits package.

HOW TO APPLY

Please complete our application form, including the following materials, [here](#) by September 5:

- Resume
- Detailed cover letter answering the following questions:
 - o What in particular about 826michigan interests you?
 - o What skills do you possess that would help you in this job?
 - o Tell us one thing about you that we can't learn from your resume.

About the Organization

826michigan is a nonprofit organization dedicated to inspiring school-aged students to write confidently and skillfully with the help of adult volunteers in their communities. We operate two centers in Ann Arbor and Detroit and offer off-site programs in schools and libraries in Ypsilanti, Detroit, and Ann Arbor.

826michigan's work is based on the understanding that strong writing skills are fundamental to students' future success, and that great leaps in learning can be made through one-on-one attention. We offer students unique learning opportunities by providing a combination of drop-in tutoring, field trips, after-school workshops, in-school programming, and opportunities for students to publish their work.

Through the efforts of over 500 active volunteers, 826michigan serves 4,000 students annually. Since opening in 2005, we have delivered free youth writing and tutoring programs to over 11,000 students total.

826michigan is part of 826 National, an award-winning national network of youth writing centers, founded by author Dave Eggers (*A Heartbreaking Work of Staggering Genius, McSweeney's*). In addition to being a leading member of the 826 National network, 826michigan is also a vital part of the local community. The Ann Arbor Book Festival honored 826michigan as a "Leader in the Literary Arts" in 2012; *Crain's Detroit Business* named 826michigan one of its Best-Managed Nonprofits in 2013; and 826 National was named in *GOOD Magazine's* "30 Places We Want to Work."

826michigan programs are completely free and open to the public, in keeping with our conviction that educational enrichment opportunities are vital for all. For more information about our programs, please visit www.826michigan.org.

Inclusion Statement

As an organization committed to encouraging youth in their creative expression, personal growth, and academic success, 826 National and its chapters recognize the importance of diversity at all levels and in all aspects of our work. In order for us to serve students in a manner that is respectful, culturally sensitive, and effective, we must collectively and intentionally invest in building a diverse and inclusive organization where all are safe and welcomed. 826michigan prohibits discrimination or harassment on the basis of race, religion, ethnicity, age, gender identity, sexual orientation, socio-economic status, nationality, marital status, English fluency, parental status, citizenship, military service, or disability of any person employed by or seeking employment with 826michigan. 826michigan is an equal opportunity employer.



JOB OPENING AT 826MICHIGAN
Position: Ypsilanti Program Manager
Full Time, Exempt
Location: Washtenaw County
Target Start Date: September 2017

About the Organization

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826michigan's work is based on the understanding that strong writing skills are fundamental to students' future success, and that great leaps in learning can be made through one-on-one attention. We offer students unique learning opportunities by providing a combination of drop-in tutoring, field trips, after-school workshops, in-school programming, and opportunities for students to publish their work.

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About the Position

We are seeking an experienced, enthusiastic, and creative Program Manager to support our existing writing and tutoring programs in Ypsilanti. With supervision from the Program Director, the Program Manager will supervise planning and day-to-day delivery of our Ypsilanti programs, with duties including:

- Manage Ypsilanti tutoring program and drop-in writing at the Ypsilanti District Libraries, including program development, volunteer training and communication, partner communication, and all related tasks.
- Work with the In-school Program Manager to serve as on site coordinator for school visits and assist with implementation of classroom-based projects at schools throughout Ypsilanti and Ann Arbor.
- Develop lesson plans or other program content as needed.
- Serve as primary onsite contact for programs.
- Build relationships with local public school administrators, teachers, and families to effectively market the program.
- Facilitate collaborative partnerships with community organizations when applicable.
- Supervise program interns, volunteers, and AmeriCorps VISTA members related to Ypsilanti programs.
- Manage volunteer recruitment, training and recognition as relates to your programs.
- Serve as primary liaison between 826michigan Ypsilanti students and guardians and 826michigan, especially for individual student matters.
- Initiate a strong culture of family engagement through regular and effective communication with parents and guardians.
- Track student and other data related to Ypsilanti programs and report it correctly and on time to the Education Director.
- As needed, support organization as a whole through participation in donor meetings, appropriate marketing support, and event attendance.

Qualifications

- A flexible, creative spirit and a demonstrated passion for the mission, vision, and values of 826michigan
- At least two years of experience delivering educational programs, ideally in a nonprofit setting
- Knowledge of and passion for the Ypsilanti community, including knowledge of the education environment
- The ability to travel between 826michigan's primary offices in downtown Ann Arbor and program sites in Ypsilanti and Ann Arbor, as well as occasional travel to our Detroit center
- Demonstrated skill working with students of all ages from diverse backgrounds
- Strong written and oral communication skills, including experience communicating with a variety of audiences
- Proven organizational and project management skills, including a strong ability to multi-task, with a focus on being proactive and results-oriented
- Bachelor's degree in education or a related field preferred, may be substituted with experience
- Experience in volunteer coordination, including training and retention preferred

- Proficient Spanish speaker preferred
- Enthusiasm for writing and an ability to share that with students

Compensation & Benefits

- This is a full-time, exempt position working 40 hours per week, with hours approximately 12pm-8pm Monday-Thursday; 9am to 5pm Friday. Hours are set to accommodate program schedules but some flexibility may be possible.
- The salary range for this position starts at \$37,000 annually. Salary offer will be dependent on experience.
- Full-time employees are eligible for medical and dental insurance with 826michigan contributing \$250 per month to the cost of premiums.
- It is our policy, when an employee is eligible for benefits, to provide the opportunity to purchase benefits for spouses, children, and domestic partners.
- We provide two weeks of vacation time and one week of sick time per fiscal year (July-June) as well as a summer break week in August and limited office hours the last week of December.

HOW TO APPLY

Please complete our [application form](#), including uploading the following materials, by August 16:

- Resume
- Detailed cover letter answering the following questions:
 - o What in particular about 826michigan interests you?
 - o What special skills do you possess that would help you in this job?
 - o Tell us one thing about you that we can't learn from your resume.



TURNING POINT JOB DESCRIPTION

TITLE: Prevention Educator

REPORTS TO: Prevention/Education Program Coordinator

CLASSIFICATION: Part-Time Non-Exempt Temporary

GENERAL DESCRIPTION: The Prevention Educator will work in partnership with the Prevention/Education Program Coordinator to deliver prevention education to community youth in a school setting on topics of rape, dating violence and sexual harassment awareness education,. The Prevention Educator will maintain and organize documentation and data generated from all duties, and will provide crisis intervention and follow up when necessary. A Bachelor's Degree or equivalent work experience, and prior experience and expertise in the area of domestic violence or sexual assault required. Preference given to candidates with some experience working with youth and diverse population. Must have excellent verbal and written communication and presentation skills. Must have experience and knowledge of working with sexual assault and domestic violence. Must have reliable transportation and valid driver's license. Salary: \$15.00 per hour. 24 hours per week for 9 months. Position Begins October 1, 2017.

Interested persons should email a cover letter and resume to **vputnam@turningpointmacomb.org**

Or mail to: Turning Point
Attn: Vicki Putnam
PO Box 1123
Mt. Clemens, MI 48046

No phone calls will be accepted.

Individuals with diverse backgrounds are especially encouraged to apply. Turning Point is an equal opportunity/equal access organization fully committed to achieving a diverse workforce.

JOB DESCRIPTION

<u>JOB TITLE:</u>	Customized Employment Specialist
<u>DEPARTMENT:</u>	Rehabilitation Services
<u>REPORTS TO:</u>	Director, Rehabilitation Services
<u>POSITIONS SUPERVISED:</u>	None

QUALIFICATIONS

Bachelor's degree required. Work experience with individuals with developmental disabilities, particularly Autism preferred. First Aide and CPR certification preferred. Fluency in American Sign Language preferred. Successful completion of JVS Rehabilitation Technician training within probationary period. Interpersonal skills sufficient to communicate with participants, employers, public and staff. Composition skills sufficient to prepare required reports. Driving record must be sufficient to meet safe driving standards as established by Agency insurance carrier. Reliable automobile required, valid Michigan driver's license, and proof of auto no-fault insurance.

ESSENTIAL DUTIES:

1. Coordinate and complete the intake process, obtaining and completing necessary documentation.
2. Plan and conduct all Discovery activities, including in the home, at school, and the community.
3. Develop, coordinate, monitor, and revise as needed, individual plans of service.
4. Plan and facilitate Discovery/Employment planning meetings.
5. Complete comprehensive Vocational Profile report and visual resume for program participants.
6. Provide ongoing service coordination, training, follow along, referral, and advocacy for program participants. Collect data and prepare periodic reports of participant's progress towards goals/objectives.
7. Utilize placement and customized job development techniques to develop internship and employment work sites. Assess and customize work sites using appropriate forms and procedures, job restructuring and adaptive devices. Match participants to job sites. Develop strong professional relationships with employers.

JOB DESCRIPTION

JOB TITLE: Customized Employment Specialist

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8. Assist participants to learn, maximize, and maintain work skills and core work behaviors. Maintain production and quality standards at each site. Supervise participants and facilitate development/refinement of interpersonal skills during lunch, breaks, and transitional periods. Facilitate the development of natural supports in the workplace.
9. Provide formal and informal in-service/training, including role modeling to school personnel, employers, co-workers, and participants to facilitate social integration at the work site.
10. Facilitate participants' involvement in the development of the Profile report and employment planning meeting.
11. Maintain participant files, including accurate and timely progress documentation, and gather appropriate statistical information in accordance with established governing standards.
12. Enter participant intake information into DARTS.
13. Assist customers with applications, writing resumes, practicing job interviewing techniques, job retention skills and other related skills for employment success.
14. Serve on Agency appointed committees as assigned.

WORKING CONDITIONS

1. Work involves the ability to work flexible hours in community and facility settings, as well as traveling to local sites using own vehicle or Agency vehicle.

SUPPLEMENTAL DUTIES:

1. Use behavior modification, behavioral contracting, reality testing, task analysis and related techniques to implement on-the-job or facility based training, including substituting for job coaches, as needed.
2. Work involves transporting participants as needed using own vehicle or operating Agency vehicle, as assigned.

The above job description is for informational purposes only and is not intended to be all-inclusive or limiting as to specific duties.

Please send a resume to: james@jvsdet.org

The Detroit Health Department is looking for limited or fully licenses Social Workers to join the City of Detroit Healthier Beginnings maternal infant health program, to serve as care coordinators. The care coordinators will be responsible for assessing client needs and risk, developing the plans of care and linking participants to viable resources. Ideally, the person will have at least 2 years post licensure experiences at the BSW or MSW level.

Applicants can send their resume to me via email at:
mccroryt@detroitmi.gov

Great Lakes Counseling Service

Seeking: Mental Health Clinicians

Our busy clinic, Great Lakes Counseling Service, PLLC, is seeking several masters level, state licensed clinicians to provide therapy to various populations and facilitate group therapy at our Waterford & Clarkston, MI locations. We offer top pay, flexible scheduling, office support staff and supervision to insure your success & great opportunities for advancement. Send resume and cover letter to dixie5869.glcs@gmail.com or call [248-742-5869](tel:248-742-5869) if you have questions.



An Interprofessional Approach to Opioid Addiction Using Motivational Interviewing

July 22, 2017

or

August 12, 2017

8:30 a.m.-4:15 p.m.

Agenda

- 8:30 a.m. Check-in/Continental Breakfast
- 9 a.m. Introduction
Motivation and Opioid Addiction
Why Communication Fails to Change Behavior
Spirit of Effective Communication to Change Behaviors
MI Language: Change Talk and Counter Change Talk
- 10:30 a.m. Break
- 10:45 a.m. Reflecting Change
- 12 Noon Lunch (provided)
- 12:45 a.m. Open Questions to Elicit Change Talk
Gathering and Giving Information
- 2:30 p.m. Break
- 2:45 p.m. MI Processes: Engaging, Focusing, Evoking, Planning
- Pulling it together with Summaries
Case Discussions and Q&A
- 4 p.m. Evaluation/Adjourn

Join us for a one day training designed to help health professions students to:

- Identify uses of Motivational Interviewing for Opioid-related behavior change.
- Understand Motivational Interviewing spirit as a foundation for patient-provider interactions.
- Describe and practice Motivational Interviewing technical skills.

Location: Mazurek Educational Commons, Rooms 240/242

Free Parking: Karmanos Cancer Institute (corner of John R and Canfield)

Preregistration required. Register at:

https://waynestate.azure.qualtrics.com/jfe/form/SV_b9E7hcpTM5Sq1h3

Cost: Free

For more information: call 313-577-0437 or contact ab1623@wayne.edu

Planning Committee:

Wanda Gibson-Scipio, PhD; APRN, BC; Justine Gortney PharmD, BCPS; Sylvie Naar, PhD; Anwar Najor-Durack, PhD; MSW, BS; Jennifer Mendez, PhD; Feleta Wilson, PhD, RN, FAAN; Vicky Tutag Lehr, PharmD; Cynthia Arkfen, Ph.D; Dennis Tsilimingras, MD, MPH

Facilitator:

Nikki Cockern, Ph.D. is a Clinical Psychologist, specializing in the care of youth and young adults with chronic diseases at Wayne State University/Children's Hospital of Michigan. She uses Motivational Interviewing in her clinical practice with youth to address health behaviors related to medication adherence, substance use, mental illness, coping and risk reduction. She actively leads staff training sessions in various community and state agencies. She also provides training and supervision of medical and psychology residents, other health care professionals and community health workers in the area of Motivational Interviewing.





Building Sustainable Communities (BSC) Coordinator

The Building Sustainable Communities program seeks to implement projects and programs to improve the quality of life for residents in Detroit's Corktown, Mexicantown and Hubbard communities by focusing on five program areas:

- Expanding Investment in Housing and Other Real Estate
- Increasing Family Income and Wealth
- Stimulating Economic Development
- Improving Access to Quality Education
- Supporting Healthy Environments and Lifestyles

The BSC Coordinator will help lead the Quality of Life plan implementation process to identify gaps in existing neighborhood services and opportunities for new projects or programs. Specific new programs or partnerships will grow out of the ongoing implementation process. The BSC Coordinator will support existing programs and may supervise an AmeriCorps member whose work is focused on resident engagement, neighborhood beautification, and vacant property maintenance.

Duties and responsibilities (include but are not limited to the following):

- Coordinate community implementation process for the Quality of Life Plan.
- Support and/or facilitate Quality of Life Taskforce related subcommittees.
- Assess existing programs operating within Corktown, Mexicantown and Hubbard neighborhoods and identifying service deficiencies and opportunities, particularly related to land use and economic development.
- Implement new opportunities identified by and resulting from the Quality of Life planning process.
- Build relationships with government, non-profit and private sector partners as needed to successfully implement programs, particularly related to land use and economic development.
- Work with consultants and non-profits to attract/integrate new or improved services.
- Grant-writing, public relations and donor support focused on generating resources for community development activities.
- Grant reporting, administration of data collection for program accountability/evaluation
- Supervision for community development staff and interns.
- Responsibility for the community development committee including agenda, minutes, etc.
- Serve as the liaison between the Convening Agency and LISC
- Participate in LISC local and national technical assistance and training sessions.
- Prepare reports as required for submission to LISC and other funding partners.

Qualifications

- Bachelor's degree (higher education preferred)
- Working knowledge of the principles and practices of urban planning, federal and state laws related to planning and urban development, municipal government organization and functions, language and format used in legal property records, neighborhood based planning techniques and policy formulation and analysis methods.
- Experience in community organizing, social services, or neighborhood development
- Ability to demonstrate leadership and team building skills
- Ability to work effectively with citizen groups and people of all backgrounds (race, ethnicity, socioeconomics, gender, sexual orientation, religion, disability, etc.)
- Ability to promote consensus about strategies, plans and specific actions among diverse stakeholders
- Passion for place-based neighborhood work and comprehensive community development
- Self-motivation and an ability to work toward objectives with minimal supervision
- Excellent written and verbal communication skills and the ability to speak in front of groups
- Position requires knowledge of grant administration; effective verbal and written communication skills.
- Strong sense of diplomacy and ability to effectively resolve conflict
- Must be willing to work flexible hours, including some evenings and weekends
- Computer proficiency including Microsoft Word, Excel, and use of the Internet
- Driver's license, insurance, and reliable transportation
- Ability to speak Spanish
- Familiarity with Corktown, Mexicantown and Hubbard communities and its stakeholders

EQUAL OPPORTUNITY

Congress of Communities is an Equal Opportunity Employer.

COMPENSATION

- Annual salary from \$33,000 to \$37,000, commensurate with experience.
- Health insurance offered with employer contribution after 90 days of employment.

TO APPLY

- Submit resume and cover letter to Executive Director, Maria Salinas, at marias@southwestdetroit.com no later than August 18, 2017.



TURNING POINT JOB DESCRIPTION

TITLE: Database Manager Analyst

REPORTS TO: Chief Operating Officer

CLASSIFICATION: Part Time Non-Exempt (20 hours per week)

GENERAL DESCRIPTION & QUALIFICATIONS: The Data Analyst serves as the administrator of the agency's databases. They are responsible for ensuring that staff is properly utilizing the client database, data monitoring, running program reports and for the analysis of data for grant reporting and program evaluation. Must have strong analytical and problem solving skills, as well as excellent organizational, interpersonal, communication, and computer skills. Bachelor's degree or equivalent with at least two (2) years professional experience working with program databases in the following areas: database administration/management and data analysis. Nonprofit work experience preferred. Person must have the ability to work in a highly confidential, multi-task environment. Must have the ability to work with diverse populations. Must have reliable transportation, insurance, a valid Michigan Driver's License and a good driving record. Must pass a criminal background check as a condition of employment. Salary Range: \$18.00 – \$22.00 per hour. No Phone Calls. Please send cover letter and resume to vputnam@turningpointmacomb.org

Individuals with diverse backgrounds are especially encouraged to apply. Turning Point is an equal opportunity/equal access organization fully committed to achieving a diverse workforce.

Director Domestic Violence Program

The Director of Domestic Violence Program leads a team that provides counseling, advocacy and support services to survivors of domestic violence, and is responsible for day-to-day service delivery, program development and evaluation of services to adult, adolescent, and child survivors of domestic violence. The Director is responsible for the supervision of program staff's caseload and providing training and mentoring to program staff and interns. Must also carry own caseload. A Master's Degree in Social Work or related field is required along with experience working in the field of domestic violence and sexual assault. Full time position. Minimum salary: \$48,000.

Please visit our website at www.turningpointmacomb.org for the full job description.

To apply, email cover letter and resume to Vicki Putnam, vputnam@turningpointmacomb.org
Or mail to Vicki Putnam, Turning Point, PO Box 1123, Mt. Clemens, MI 48046

No phone calls will be accepted.

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Attention:

The Community Resources Department is a part-time Marketplace Navigator. 25 hours/week, \$12/hr. Please visit www.gardencitymi.org and click on Job Opportunities to see the full Job Description. Applications are accepted at Garden City-City Hall in the Human Resources Department. If you have any questions about this position please contact the Human Resources Department at (734)793-1640.

OCCUPATION SUMMARY: This is a professional position as a Marketplace Navigator in the Community Resources Department. Work includes community outreach and health insurance enrollment assistance. It involves direct interaction with the public and completing tasks related to the day-to-day operation of the Navigator program. Work may involve evening and/or weekend hours; flexible schedule will be required. Ability to travel to various job sites and events is also required. Ability to be self-directed and self-motivated is also required.



MATRIX
HUMAN SERVICES

We are currently hiring Family Advocates for our Matrix Head Start program. We are the largest Head Start grantee in the state of Michigan. We provide services for infants, toddlers, and preschool children and families living below the poverty line in the city of Detroit. There are two positions open in our Parent Family Community Engagement department. The center-based Family Advocate must have completed at least half of their social work program, or have a degree in Social Work, Psychology or related field. The home-based Family Advocate must have a CDA or Associate's/Bachelor's degree in Early Childhood Education.

To apply, please visit:

<http://www.matrixhumanservices.org/job/family-advocate-center-based/>

<http://www.matrixhumanservices.org/job/home-based-family-advocate/>



Position

Social Worker- Family Preservation Worker Oakland County

Description

The In-Home Social Worker will deliver services to families using a solution focused model. The In-Home Social Worker will engage children and families with multiple challenges in problem solving, in order to reduce risk of harm within the family unit, increase safety, and enhance the quality of lives at various levels. Experience in and knowledge of brief, solution-focused therapy is preferred. The expectation for flexibility in work schedule is necessary.

Education Requirement

An undergraduate degree in **social work**, sociology, psychology, family ecology, consumer/community services, family studies, family and/or child development, guidance/school counseling, counseling psychology or criminal justice is a required minimum. A bachelors or graduate degree in social work is preferred.

Notes

The following benefits are available: Medical, Dental, Life, Short-term/Long-term disability, Profit Sharing, and Paid Time-Off.

Interested candidates should send a resume and cover letter to Amanda Lilley at alilley@orchards.org

Employment Posting

Position:	Executive Director
Reports to:	Board of Directors
Status:	Full-Time, benefits eligible
Salary:	Commensurate with experience

Application Instructions: Send application materials to ozonehouseemployment@gmail.com.

Purpose of Position:

Together with a dedicated Board of Directors and a highly effective management team and staff, the Executive Director promotes our culture of mission focus, social justice, positive energy and humor. As the primary spokesperson for the organization, the Executive Director will enhance and develop our relationships with our donors, partners and the youth and families we serve. The ideal candidate will be a proven change leader with a strategic focus on the mission.

Desired Qualifications

- Master's degree in Social Work, Public Administration or related field. A combination of education and experience will be considered.
- Responsible for Senior Management experience in a nonprofit human services organization, preferably one that provides 24-hour crisis response and housing for youth.
- Proven success in building capacity in an organization through strategic leadership and fundraising.
- Excellence in general management with proven ability to coach and support staff, manage and develop high performing teams, set and achieve strategic objectives, and foster a positive culture.
- Expertise in managing budgets, general operations, and human resources.
- Experience with major capital project preferred.
- Past success working with a Board of Directors.
- Excellent verbal and written skills.
- Ability to work effectively in collaboration with people and groups with diverse social identities.

Employment Qualifications

Ability and desire to work well independently and as part of a team in a fast-paced, ambiguous environment. Demonstrate a high level of personal and professional integrity, trustworthiness, and exemplary customer service to staff and external partners alike. Possess a strong work ethic, ability to take initiative, curiosity, and require minimal direction to "get the job done". Emotionally mature with a sense of humor to maintain balance. Ability to thrive in an environment that promotes best practices, social justice, and creativity.



The Children's Center has an immediate need for the following opportunities:

- **Master's Supports Coordination/Clinician-Developmental Disability Services**
<https://cw.na1.hgncloud.com/childrenctr/loadJobPostingDetails.do?jobPostingID=105050&source=jobList>
- **Coordinator of Supports Coordinators-Developmental Disability Services**
<https://cw.na1.hgncloud.com/childrenctr/loadJobPostingDetails.do?jobPostingID=105049&source=jobList>
- **Clinical Coordinator-Developmental Disability Services**
<https://cw.na1.hgncloud.com/childrenctr/loadJobPostingDetails.do?jobPostingID=104649&source=jobList>

LETTER OF INTEREST

TO: Department of Health & Human Services

FROM: Jody Overall, Manager

DATE: July 18, 2017

Children's Village Administration is seeking to fill the following position:

Children's Village Treatment Services Clinician I

REQUIRED MINIMUM QUALIFICATIONS

1. Have a Master's degree from an accredited college or university with a major in Social Work, Psychology, or Counseling; AND
2. Have had one (1) year of full-time casework and/or treatment experience involving the development and delivery of juvenile treatment services; AND
3. From the Michigan Department of Community Health: Possess a limited license as a Psychologist OR be licensed as a Masters Social Worker with a Clinical Specialty or Macro Specialty designation OR be licensed as a Professional Counselor.
4. Possess a valid United States motor vehicle operator's or chauffeur's license. Out of country driver's license holders will be required to obtain the appropriate valid State of Michigan driver's license before the hire date.
5. Pass the complete examination, including the employment medical, established for this classification.
6. Successfully complete the six month probationary period.

Interested persons must meet the minimum qualifications for this position, and current, certified transcript(s) must be on file at the Human Resources Department.

This position is open/competitive and will be posted on the Human Resources Department website for all interested parties.

For internal applicants, please submit a letter of interest addressed to the Manager's office **by 12:00 pm on July 27, 2017. and** apply online at www.oakgov.com

POST ALL WORKSTATIONS



Social Work - Social Services Manager

Job ID

2017-2736

Location

US-MI-Livonia

Category

Management

Type

Full-Time

Shift

1st

Travel

0-25%

Schedule

Monday- Friday

More information about this job

Overview

Assess and respond to the psychosocial needs of the residents. Integrate social services with the other disciplines for total resident care.

Responsibilities

Provide services to assist residents in maintaining or improving their ability to manage their everyday physical, mental, and psychosocial needs. This includes:

- Making arrangements for obtaining needed adaptive equipment, clothing and personal items;
- Maintaining contact with facility (with resident's permission) to report on changes in health, current goals, discharge planning, and encouragement to participate in care planning;
- Assisting staff to inform residents and those they designate about the resident's health status and health care choices and their ramifications;
- Making referrals and obtaining services from outside entities (e.g., talking books, absentee ballots, community wheelchair transportation);
- Assisting residents with financial and legal matters;
- Schedule and conduct discharge planning care conferences;
- Discharge planning services (e.g., arrangement for alternate placement, intake for home care services, arrangements for DME and other supplies);
- Identify interventions to support resident's individual needs through assessment and care planning process;

- Assist residents to determine how they would like to make decisions about their health care, and whether or not they would like anyone else to be involved in those decisions;
- Provide alternatives to drug therapy or restraints by understanding and communicating to staff why residents act as they do, what they are attempting to communicate, and what needs the staff must meet.
- Complete MDS 3.0 for all assigned residents including supportive documentation within established timeframes.
- Compile and analyze data as assigned to the monthly QAPI meeting.
- Working knowledge of Point Click Care.
- Maintain knowledge of community resources and communication with staff of other disciplines concerning the total needs and care of the residents
- Supervise the Social Service staff.
- Attend care conferences for assigned residents.
- Lead discussions with resident/responsible party regarding updates of advance directives and ensure appropriate paperwork is filed in chart.
- Attend interdisciplinary meetings as scheduled.
- Coordinate behavior management program (e.g., facilitate behavior management meetings, track, trend and analyze behavior logs, meet with families regarding residents with behavior issues)
- Assess residents receiving psychoactive medications, provide appropriate care planning measures including monitoring of side effects, GDRs, behavior monitoring and relevant interventions.
- Referrals for Hospice, psychological services and competency
- Meet with hospice, Home health care, and psych representatives
- Arrange psych admissions to local hospitals
- Report and investigate any allegations that may be violation of resident's rights
- Monitor services provided by ancillary services
- Complete MIMR's in accordance with State requirements
- Maintain a high level of confidentiality
- Serve as a grievance officer and resident advocate

Qualifications

- Minimum of a bachelor's degree in social work; Master's degree in social work is preferred
- Knowledge and experience with elderly preferred
- Meet and maintain other certifications or requirements as necessary for the position