



Thumb Alliance

Employment Application

Openings as of 1/13/2016

Req. 16-002 Grade VII Program Coordinator

JobID: 861

Position Type:

Administration/Coordinator

Closing Date:

01/27/2016

Date Posted:

1/13/2016

Location:

St. Clair County Community Mental Health Authority

Description:

Classification/Statue : Grade VII Program Coordinator

The Current Assignment for this Job Opening is: Children's Services - ABA

Starting Salary: \$53,669 Annually

Hours/Schedule: 37.5 hours - Regular Full-Time

Essential Functions:

An employee in this classification is required to perform some or all of the following duties, however these do not include all of the tasks which the employee may be expected to perform:

provide coordination of professional and paraprofessional personnel; provide coordination of special tasks or functions of the agency when assigned to a specific phase of an agency program; oversee specific functional areas in the agency; consults with staff on difficult cases; project development and coordination; provide training or coordination of training to staff, service recipients, others; provide direct service to service recipients, utilizing the Person Centered Process and follow through, maintain accurate and timely case records; provide services and/or consultation and linking to guardians, families, other community agencies and providers; may assist with employee evaluations; may chair or participate in various CMH, PIHP or external committees or workgroups; may provide fiscal, PIHP or Provider Network functions; may provide personnel and human resource functions; maintain confidentiality

St. Clair County Community Mental Health embraces an employment environment that promotes recovery and discovery, a person-centered approach to treatment services, and cultural competence. An employee in this or any position is expected to support the employment environment.

Job Summary: See Attachment

Minimum Qualifications: *(an employee in this class, upon appointment, must have the following credentials, training, and experience)*

Technical Skills:

Education:

- Bachelor's Degree in field relevant to position

Licensure:

- Valid Michigan Driver's License

Experience/Skills:

- 3 years experience in public mental health or 2 years St. Clair County Community CMH experience

Other:

- Must have access to transportation

Behavioral Skills

Applicants chosen for interview will be evaluated on qualifications related to:

- Ability to exercise some flexibility in problem solving, when expected results are clear and generally set by others, provided certain outcomes are avoided
- Ingenuity is required to adapt, alter or improvise alternatives when unexpected situations occur
- Ability to exercise discretion and some flexibility in selecting an optimal solution from established alternatives to obtain the desired outcome
- Ability to use or exert influence in a work process
- Ability to be a "work leader" (of a person or function), or advise others
- Ability to provide, exchange or explain information which conveys an opinion or evaluation of the facts or analyses
- Ability to develop and/or maintain effective work relationships with new, established or non-receptive individual/organizations through tact, diplomacy and persuasion

Preferred Qualifications: *(be sure to include any cultural competence issues)*

Technical Skills:**Experience/Skills:**

- Over 5 years experience in public mental health system
- Demonstration of Proficiency and Experience Working on an Electronic Health Record System
- Lived experience with behavioral health issues
- Experience working with individuals with Autism
- BCaBA Certification

Application Procedure: APPLY ONLINE ONLY <http://www.scccmh.org/aboutus/jobs/>

Selection Procedure:

Apply Between: 01/13/2016 - 01/27/2016 Open Posting - AFSCME Members Given First Consideration

Special notice to every applicant:

When submitting an application and/or resume be sure to include evidence that the minimum qualifications are met (copies of license, description of years of experience, skill based experience/training, etc.)

Applicants that meet the Authority's initial screening may be subject to a pre-interview test lasting up to two (2) hours.

Any offer of employment is contingent upon a Criminal Background Check, as well as a 5 Panel Drug Screen. Potential candidates will be sent to Industrial Health Service for a screening at their own expense (\$28). When results are negative for the drug screen, the candidate will then be reimbursed the cost of the screening.

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Functional Job Task List
Program Coordinator
ABA Program

Essential Functions

1. Assist in the day to day management and organization of ABA services
2. Develop and manage ABA treatment schedules
3. Arrange coverage when behavior technicians are absent from work
4. Manage and monitor the WSA system for accuracy.
5. Provide oversight when needed including evenings and weekends.
6. Monitor ABA program compliance
7. Assist with monitoring the ABA provider network contracts
8. Monitor behavior technician's adherence to agency policies and procedures
9. Maintain consistent communication with supervising BCaBA's and BCBA's
10. Complete additional tasks as assigned by Assistant Division Director or Designee
11. Fulfill standard employee responsibilities

Behavioral Skills

1. Highly organized
2. Detail oriented
3. Flexible
4. Ability to work independently
5. Excellent knowledge and adherence to agency policy and procedure
6. Effective communication skills
7. Ability to work effectively and efficiently as part of a team
8. Ability to provide constructive feedback and direction to others