



2426 PARKWAY DRIVE  
MT. PLEASANT, MI 48858  
PHONE: (989) 773-6918  
E-mail: hr@mmionline.com

***POSITION AVAILABLE***

JOB TITLE: **CONNECTION COORDINATOR**

**GENERAL DESCRIPTION:** The Connections Coordinator is responsible for supporting persons served with the development of their Person Centered Plans and for assuring implementation of the MMI components of the plan. Duties include maintaining positive relationships with each person on the caseload, participating on the Interdisciplinary Team, completing required documentation, and providing direct service as needed. Community Connections emphasizes achievement of a higher level of personal development for each person served.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in rehabilitation, social work, psychology, special education or related field or successful completion of MMI's internship program in lieu of degree. Six months work or volunteer experience with persons with barriers to employment. Able to write clear person centered plans and to train staff in implementation. Excellent organizational and analytical skills. Able to communicate effectively with persons served, staff and other members of the community. Physically capable of providing assistance to persons served with lifting and transferring, personal care and physical intervention when necessary. This position requires medium work as defined in the Dictionary of Occupational Titles: exerting 20-50 pounds of force occasionally and 10-25 pounds frequently. Competent in use of microcomputers or able to master the skills necessary for computer competency.

**PREFERRED QUALIFICATIONS:** Master's Degree in a related field. Training relevant to rehabilitation, i.e., completion of Confrontation Avoidance Techniques, Behavior Management, Intervention Skills, First Aid, CPR, and American Sign Language. Experience in the development of training curriculum and lesson plans. Good driving record.

MMI RESERVES THE RIGHT TO HIRE THE MOST QUALIFIED PERSON FOR THIS JOB. POTENTIAL CANDIDATES WILL BE EVALUATED ON MINIMUM AND PREFERRED QUALIFICATIONS AS WELL AS THE ABILITY TO PERFORM DUTIES OF THE POSITION. MMI IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYER. AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST TO PERSONS WITH DISABILITIES.